Finance Administrative Systems

Introduction to FAST Budgeting

Version: 1.0
Carleton University

Table of Contents

Page

A) INSTALLATION AND SUPPORT

Installing FAST Reporting Tool 3
Support 4

B) FINANCIAL ADMINISTRATION SUPPORT TOOL (FAST)

1.0 Introduction 5
2.0 Logging In 6
3.0 FAST Main Menu 7
4.0 FOAPALs 9
5.0 Budgets 11
6.0 Budget for the RPC Administrator 24
7.0 Selecting FOAPAL Elements 27
8.0 Navigation Screen 30
- 8.1 Actual and Budget Tabs 30
- 8.2 Message Bar 30
- 8.3 Header Bar 31
- 8.4 Period Selection 32
- 8.5 Report Selection 33
- 8.6 Goto Drop Down Menu 35
- 8.7 Transaction Level View 37
- 8.8 Document Query and Document Lookup 39

9.0 Downloading to Excel 41
10.0 Back to the Main Menu 44

Appendix A: Banner Forms Naming Convention 45
Appendix B: Glossary of Banner Terms 47
Appendix C: Main Account Codes Summary 52

A) INSTALLATION AND SUPPORT

Installing FAST Reporting & Budgeting Tool

1. Go to: www.carleton.ca/fast.
2. Login screen will appear - Create Shortcut on your desktop:
   Go to **File – Send – Shortcut to Desktop**

Support

Technical Problems, New Accounts, Password Reset:

User	E-Mail Address	Phone	Hours of Operation
STAFF	ccs_admin_it_support@carleton.ca	(613) 520-3830	8:00 am – 4:30 pm Monday - Friday
FACULTY	ccs_campus_help@carleton.ca	(613) 520-3700	8:30 am – 10:30 pm Monday – Friday 12:00 pm – 8:00 pm Saturday & Sunday

Functional Support:

First Level of Support: Training Manual

The latest version of any training manual is posted on the Administrative Systems Web Site at:

www.carleton.ca/banner

Finance System Specific
banner_finance@carleton.ca
or Jean-Charles Cote at 613-520-2600 x8531

B) FINANCIAL ADMINISTRATION SUPPORT TOOL (FAST)

1.0 Introduction

The Financial Administration Support Tool (FAST) is a web based reporting and Budgeting tool that allows financial information to be presented in an easy to read, understand, and navigate interface. FAST can be accessed through any modern web browser, such as Netscape or Internet Explorer version 4 or higher.

FAST provides easy access to the financial data collected in Banner and other Financial Systems. Banner is an integrated software application for Student information, Advancement, Human Resources, Financial Aid, Faculty and Advisors, and Finance. **FAST focuses on reporting and Budgeting on data from the Finance Systems.**

Key Features

- Web Based
- Secure
- Easy to access
- Cross Platform
- No client software to install
- Drill down to transaction level detail
- Document Search and Query
- Download to excel
- Multiple Budget
- Comparative and Date Range views of Data
- Filter on any combination of FOAPAL elements

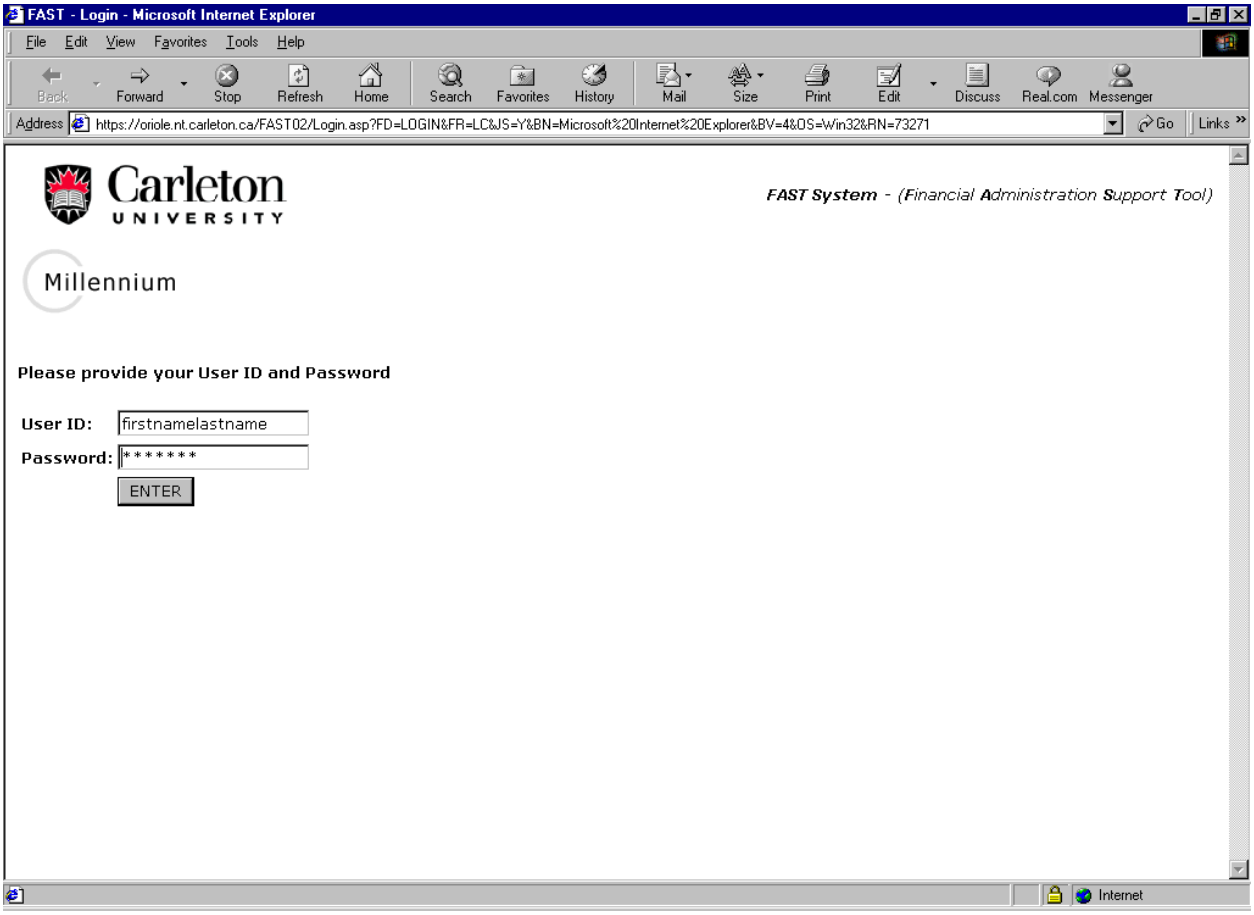
This manual is intended as a brief introduction for new users of FAST. Used as a training and reference manual, the information contained herein offers instructions on how to access information and perform functions in FAST.

2.0 Logging In

To login to FAST go to http://www.carleton.ca/fast/

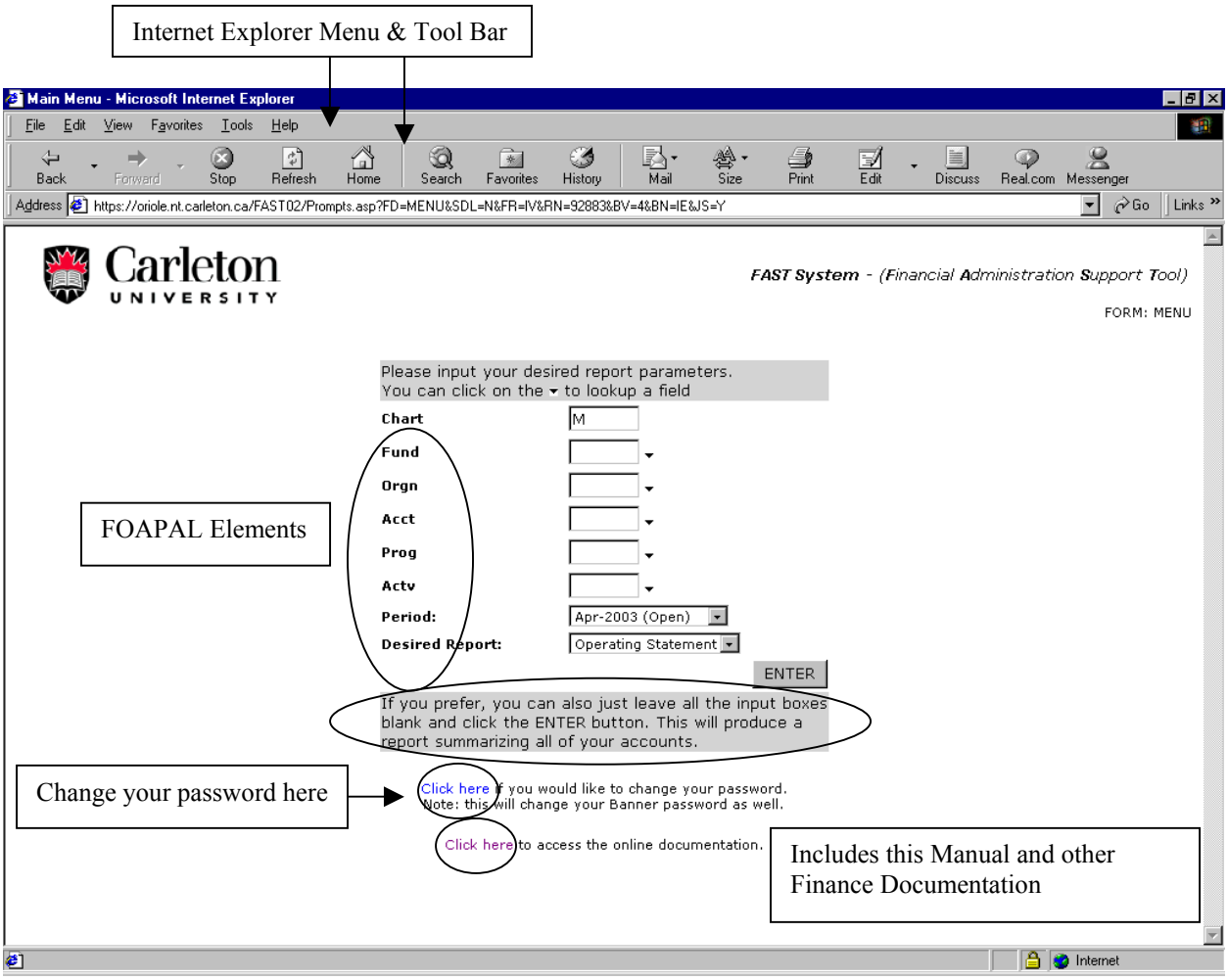
The first screen you will see is the **Login Screen**. Enter your Banner User ID and Password. You **userid** is your first name and last name no spaces, and your **password** is the Banner Password.

Changing the password may be done in Banner or in FAST. **After you log in with u_pick_it, the next screen, the Main Menu contains instructions on how to change the password.** If you have not yet done so in Banner, you must do that now.


FAST - Login - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit Discuss Real.com Messenger
Address https://oriole.nt.carleton.ca/FAST02/Login.asp?FD=LOGIN&FR=LC&JS=Y&BN=Microsoft%20Internet%20Explorer&BV=4&OS=Win32&RN=73271
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Millennium
Please provide your User ID and Password
User ID: firstnamelastname
Password: ******
ENTER
Internet

Hit the ENTER button. The **Main Menu** will appear.

3.0 FAST Main Menu


Internet Explorer Menu & Tool Bar
Main Menu - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit Discuss Real.com Messenger
Address https://oriole.nt.carleton.ca/FAST02/Prompts.asp?FD=MENU&SDL=N&FR=IV&RN=92883&BV=4&BN=IE&JS=Y
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM: MENU
Please input your desired report parameters.
You can click on the to lookup a field
Chart M
Fund
Orgn
Acct
Prog
Actv
Period: Apr-2003 (Open)
Desired Report: Operating Statement
ENTER
FOAPAL Elements
If you prefer, you can also just leave all the input boxes blank and click the ENTER button. This will produce a report summarizing all of your accounts.
Change your password here
Click here if you would like to change your password.
Note: this will change your Banner password as well.
Click here to access the online documentation.
Includes this Manual and other Finance Documentation
Internet

Menu and Tool Bar
The FAST Menu and Tool Bars are the standard Internet Explorer drop-down menu and tool bar.

FOAPAL Elements
This will be discussed in more detail in Section 5.0.

Period
The month you wish to see. If it is still open, monthly financial transactions are not necessarily complete. Usually changes can be made in an account up to **4 business days after the end of the month.** (Currently, one prior month is kept open to accommodate cancelled cheques, but this should not impact your departmental accounts).

Desired Report
There are two types of Reports and two query Tools:

- Operating Statement: Summarizes revenues and expenses (the majority will use this)
- Balance Sheet: Used for activities related to assets and liabilities (administrators that monitor Deposit Funds will use this)
- Document Query: A document search tool
- Document Lookup: A tool which looks up the details of the document
- **Budget System**

Notes
The first note tells you that it is not necessary to fill in the FOAPAL elements on the main menu screen.

The second note gives you another place where you can change your Banner Password if you have not already done so by clicking on the **Blue Click here.**

The third note provides you with access to all Finance documentation including this Manual by clicking on the **Red Click here.** **All documentation on the web is the latest version.**

4.0 FOAPALs

FOAPALs are the new Chart of Account (COA) elements. What an account was to CP-6, a FOAPAL is to Banner. The following is a table defining the FOAPAL concept.

FOAPAL	Represents	Expense Detail	Example	Code
F: Fund **(Mandatory)**	Source of Funding	**How** is the funding provided (which pot of money is it coming from)	• **Operating Fund** • Athletics Fund • Research Fund	**100000** (for regular operating fund)
O: Organization **(Mandatory for Revenue & Expense)**	Department	**Who** is spending the money	• **Math Dept** • Engineering • CCS	**175** (D175 in CP-6)
A: Account **(Mandatory)**	Nature or Type of Expense	**What** is the spending on	• **P/T Salary** • Tuition Fees • Office Supplies	**611200**
P: Program **(Required for Revenue & Expense, but Defaults in)**	Functional Use of Funds	**Where** are the funds being used (which functional area)	• **Instructional** • Administration • External Relations	**1100**
A: Activity (Optional)	User Defined Reporting	**Why** are the funds being spent	Defined by User for finer detail on the area of spending	1751 175 = Math 1 = lab/course activities
L: Location (Optional)	Physical Location	N/A at this point in time		

FOAPAL elements are hierarchical, that is expenses (or revenues) at the lowest detail; ie, Office Supplies, are **rolled up** to a more general description, which is, in turn rolled up into a higher level category. The following are examples of the element hierarchies:

FUNDS are at different levels: **10, 100, 1000, or 100000**. For regular operating accounts, the fund is **100000**.
For Athletics, it is 120000.
For Parking, it is 120600, etc.
You only need to know **your** fund number, **and it does not change**.

ORGANIZATIONS are at different levels: For example, Faculty of Public Affairs & Management (PAM) is 2000.
The different departments in PAM are a subset of 2000. (Some of you may be responsible for more than one department).
For Journalism it is 031
For Business it is 091
For Economics it is 094, etc.
You only need to know **your** organization number/s, **and that does not change**.

ACCOUNTS are divided into categories or types of expenses and revenues, and also are in levels. For example, for the main **Operating Expenditures** type of expense, the Account is **710**. Expenses falling into that category may be:

Materials & Supplies – **7100**
Printing & Duplicating – **7110**
Communication – **7120**

More detailed descriptions of the expense are available for the main account. For example, under **Materials & Supplies**, some detailed codes are:

Office Supplies – 7100**00**
Computer Supplies – 7100**03**
Sports Supplies – 7100**11**

The same applies to all other expense categories. **It is at this level that all transactions must be coded**. Summary information can be **viewed** at the higher level, but cannot be coded to those numbers.

You will notice that the number of Account Codes has multiplied since the migration to Banner. This is because the Accounts are stored centrally so that all areas can access them. While operating departments do not normally need to segregate computer supplies from office supplies, Research Accounting does.

To assist Administrators with managing the number of accounts within their Operating Department/Organization, **it is recommended that only 1 or 2 account codes be used under each major category.** For example:

- Materials & Supplies – just use the Office Supply code of 710000
- Travel – just stick to the 719100 for General Costs Associated with Travel.

There may be certain additional codes that will be used by charging department; such as, Physical Plant Labour, but for the most part, this should simplify the number of account codes used.

This is only a recommendation however; additional account codes may be used if required by the Department.

PROGRAMS describe where the funds are being used. The code defaults by a combination of the Fund Organization code and **is not required on most forms as the system will provide it.** Some examples of Program Codes:
CCS – 1400
Food Services – 3000
Bookstore – 3040

Instruction - General: 1100

5.0 Budgets

The **Base Budget** represents the on-going or long-term commitment by the University. It is carried forward each year and is the foundation for developing the fiscal budget.

A good example would be the salary of one continuing full-time faculty member. The base budget for their salary will be 100%, regardless of whether they are working, are on sabbatical or other leave, as this is the University's long-term commitment, until the individual is no longer an employee.

A second example would be a department's anticipated need for $5,000 per year in computer upgrades over the long term. A base budget would be established for equipment purchases to include this amount.

The base budget is not static and as long-term goals and commitments are revised, so are the base budgets. As base budget requests were processed in 2003/2004, the original base that was established through the 2003/2004-budget process was updated as the on-going base. When the 2004/05 detailed budget submission processes begin in March/April, At the start of the budgeting process the base is rolled into the base budgets for 2004/05. There will be some modifications to base budgets, at the RPC level, for planned budget increases and decreases as part of the RPC target. Some examples of adjustments to the on-going base include; adding/deleting/changing salary positions, salary step increases, changes in long-term planned expenditures or funding, or meeting new organizational objectives.

The most important function of the base budget relates to on-going faculty and staff positions. These can only be created if the base budget dollars are available. Term appointments do not require a base component.

By comparison, the **Fiscal Budget** represents the short-term (one year) commitment of the University. In many cases the fiscal budget will be equal to the base budget. The fiscal budget will differ from the base budget when circumstances exist in the budget year that differs from those in place under the presumptions of the base budget.

To continue the first base budget example of the full-time faculty position, assume the professor is on an unpaid leave for six months. His fiscal budget for salary will be reduced to 50% (base budget will still be 100%), because the University must only pay out 50% of his annual salary expense. This 'frees up' the remaining 50% of his salary for the department to spend (perhaps on hiring replacements), but only for the current fiscal year. Assuming he is returning to full-time work in the following year, both his base and fiscal salary budgets would be 100% at that time.

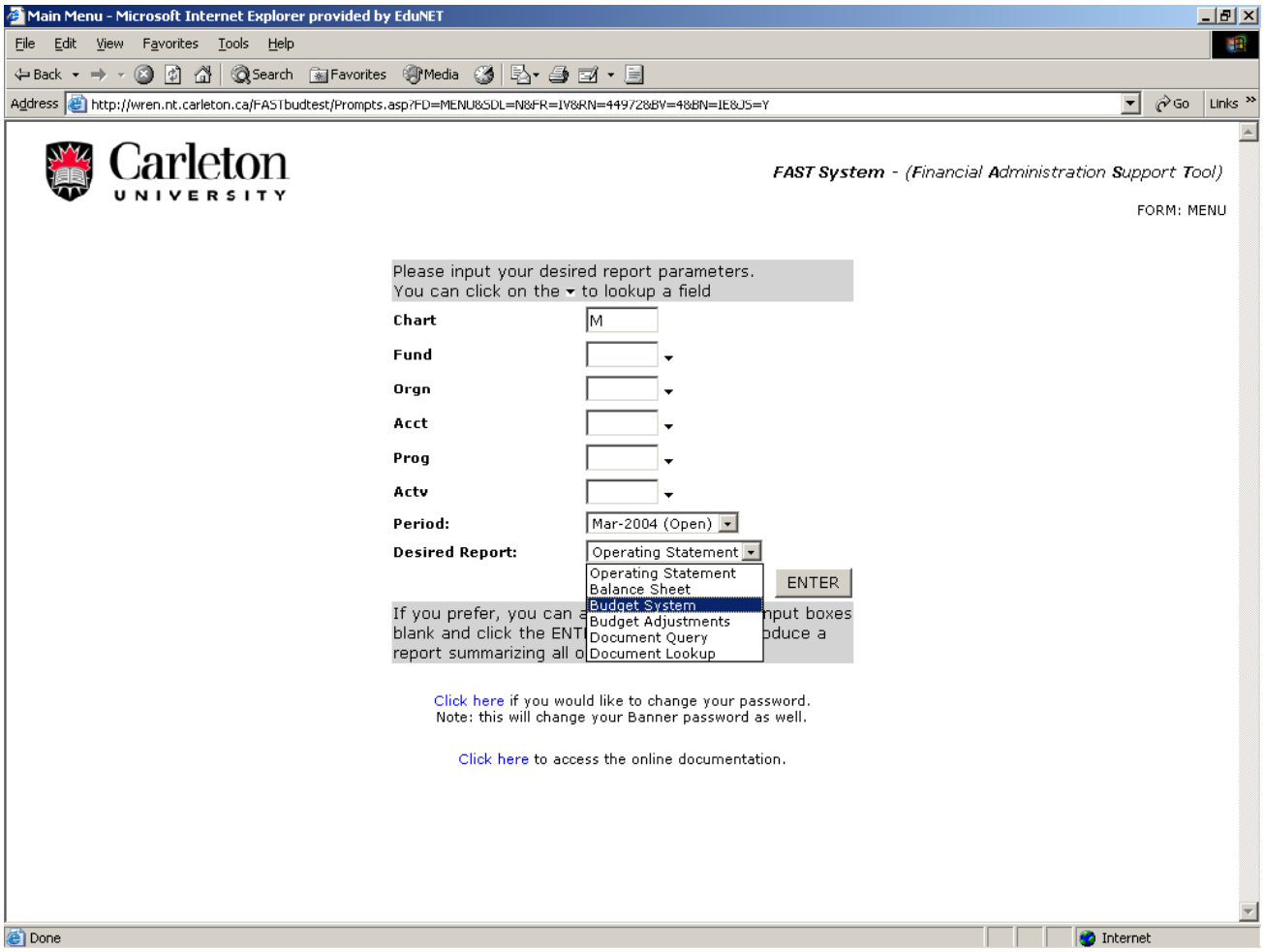
In the second base budget example (of $5,000 for upgrades), assume that the department wants to purchase an additional computer this year at a cost of $3,000. The total fiscal budget would then be $8,000. The additional $3,000 in fiscal budget still has to be found! (e.g. from other fiscal).

Adjustments can be to both or either base and fiscal budgets.

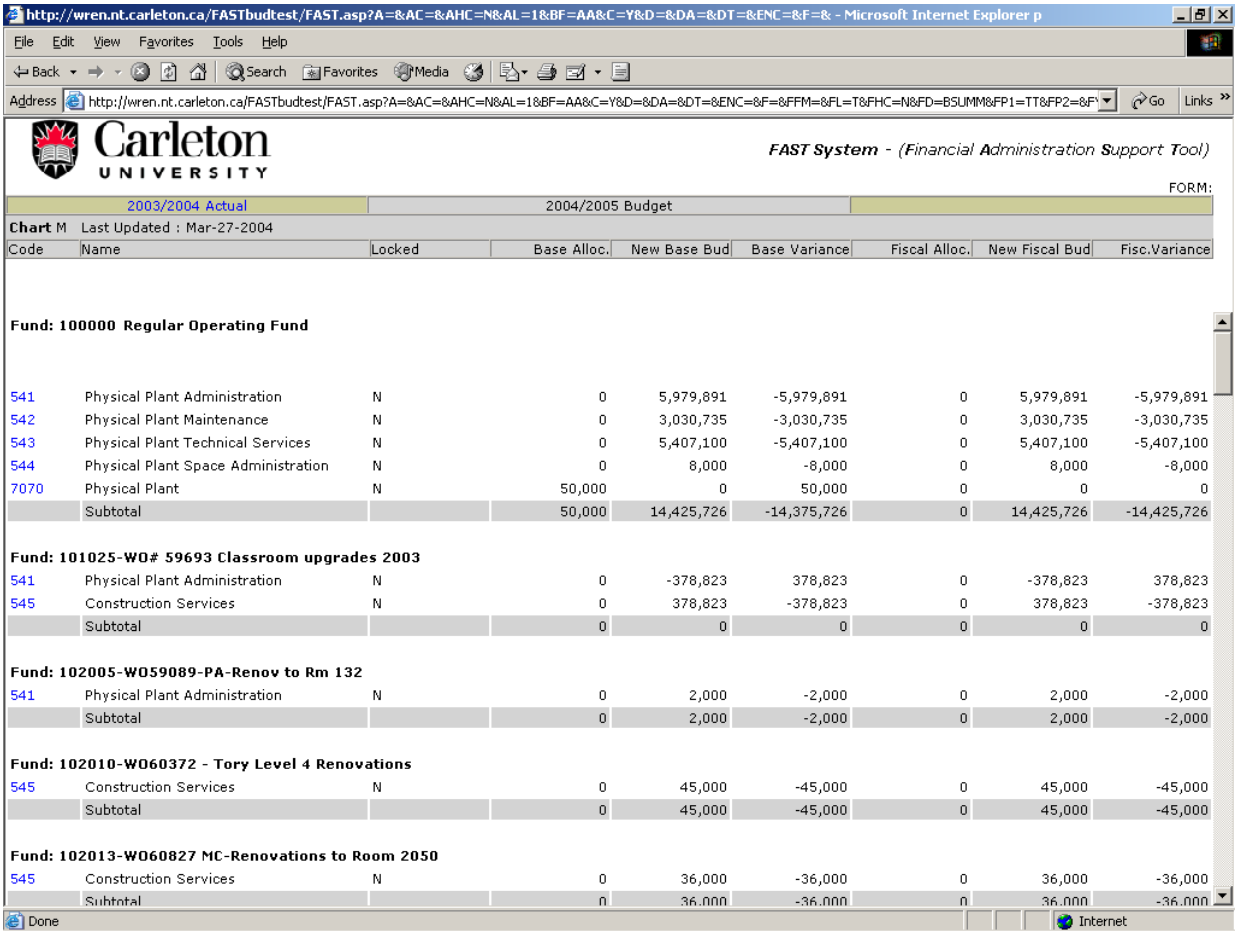
The Finance Office will enter budget allocations (both base and fiscal) for each RPC. Each RPC distributes these allocations to their departments. Then, the departmental budgets are prepared to meet the allocation targets.

Method one is to simply select the **Budget System** from the **Desired Report:** drop down selecting box and click the enter button.

Method two is to leave the default **Operating Statement** in the **Desired Report:** then click the enter button and select the Budget System Tab on the next screen that opens

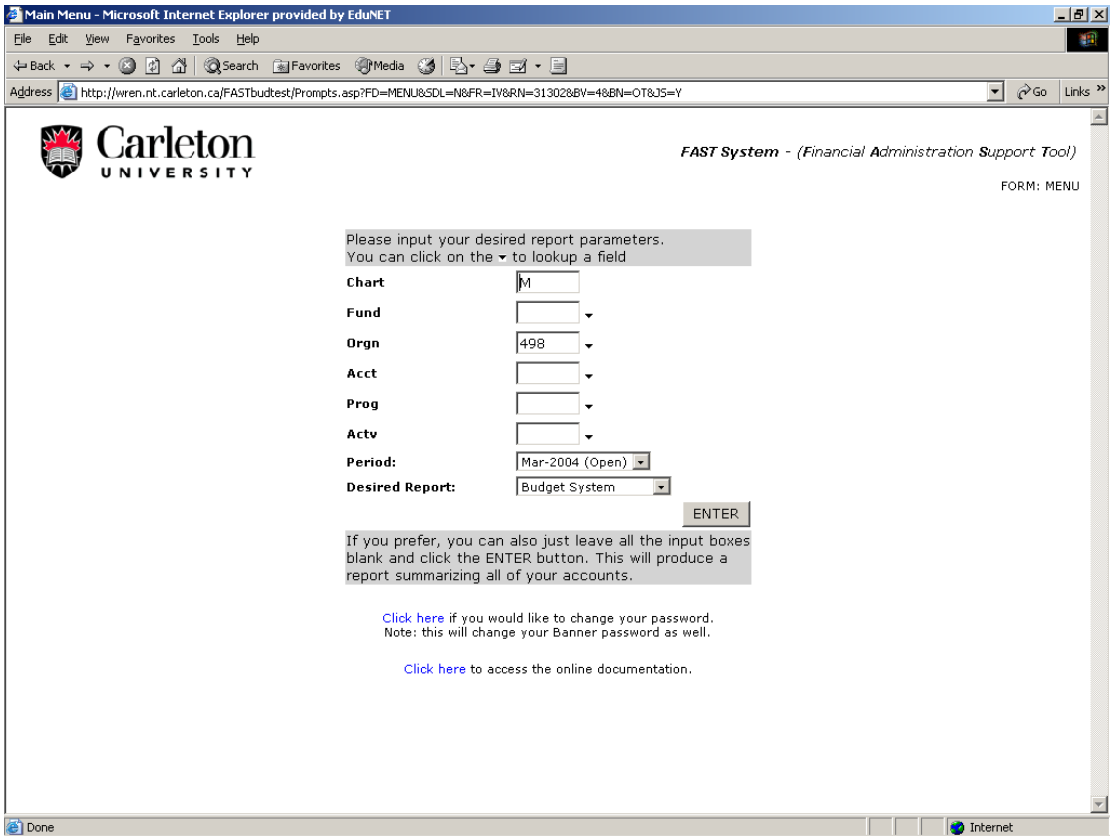


If you chose method one a screen similar to the one below will come up. Please note that due to the differences in Fund/Org security setup the screen will be different. The basic layout will be the same. Please do not compare your screens with someone else. Your view of the data will be unique to you.

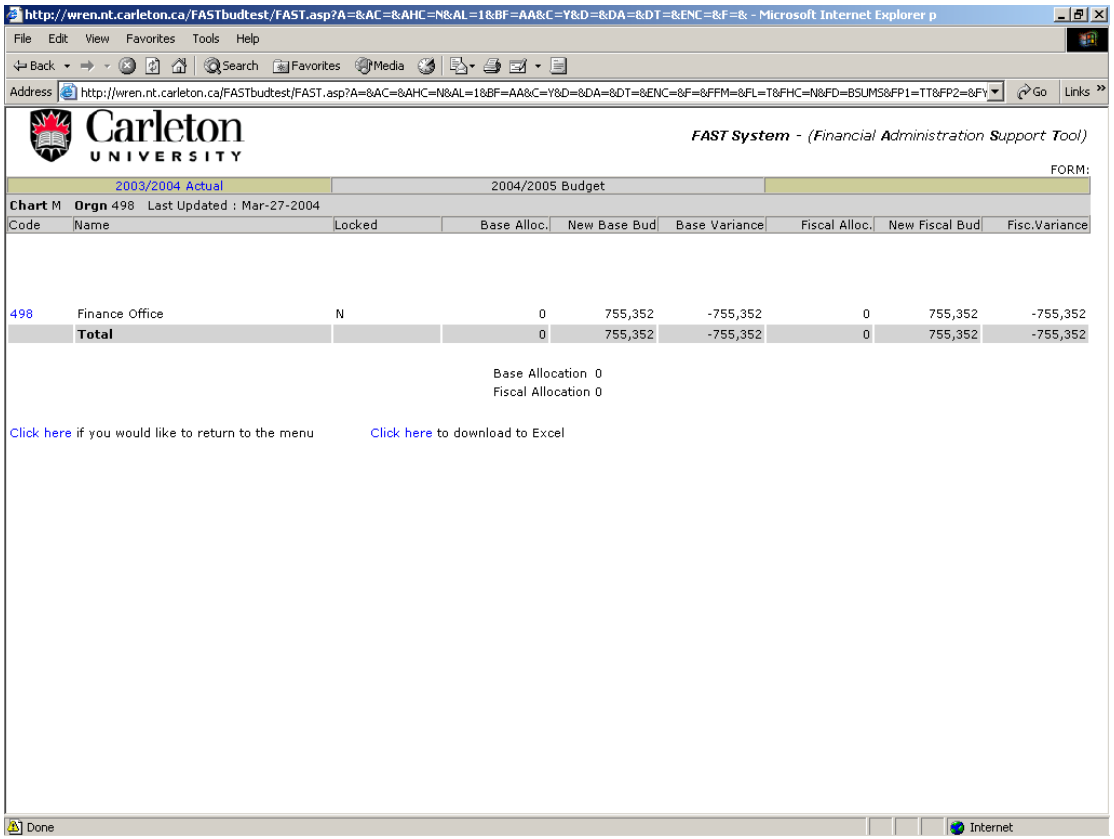

http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?A=&AC=&AHC=N&AL=1&BF=AA&C=Y&D=&DA=&DT=&ENC=&F=& - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?A=&AC=&AHC=N&AL=1&BF=AA&C=Y&D=&DA=&DT=&ENC=&F=&FFM=&FL=T&FHC=N&FD=BSUMM&FP1=TT&FP2=&F
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM:
2003/2004 Actual
2004/2005 Budget
Chart M Last Updated : Mar-27-2004
Code Name Locked Base Alloc. New Base Bud Base Variance Fiscal Alloc. New Fiscal Bud Fisc.Variance
Fund: 100000 Regular Operating Fund
541 Physical Plant Administration N 0 5,979,891 -5,979,891 0 5,979,891 -5,979,891
542 Physical Plant Maintenance N 0 3,030,735 -3,030,735 0 3,030,735 -3,030,735
543 Physical Plant Technical Services N 0 5,407,100 -5,407,100 0 5,407,100 -5,407,100
544 Physical Plant Space Administration N 0 8,000 -8,000 0 8,000 -8,000
7070 Physical Plant N 50,000 0 50,000 0 0 0
Subtotal 50,000 14,425,726 -14,375,726 0 14,425,726 -14,425,726
Fund: 101025-WO# 59693 Classroom upgrades 2003
541 Physical Plant Administration N 0 -378,823 378,823 0 -378,823 378,823
545 Construction Services N 0 378,823 -378,823 0 378,823 -378,823
Subtotal 0 0 0 0 0 0
Fund: 102005-WO59089-PA-Renov to Rm 132
541 Physical Plant Administration N 0 2,000 -2,000 0 2,000 -2,000
Subtotal 0 2,000 -2,000 0 2,000 -2,000
Fund: 102010-WO60372 - Tory Level 4 Renovations
545 Construction Services N 0 45,000 -45,000 0 45,000 -45,000
Subtotal 0 45,000 -45,000 0 45,000 -45,000
Fund: 102013-WO60827 MC-Renovations to Room 2050
545 Construction Services N 0 36,000 -36,000 0 36,000 -36,000
Subtotal 0 36,000 -36,000 0 36,000 -36,000
Done
Internet

Like in FAST Reporting the Funds and Org codes that you have access to will appear. To start budgeting you may want to start with an Org code in the Main Menu Screen. The example below uses org code 498.

Main Screen with Org code Selection.

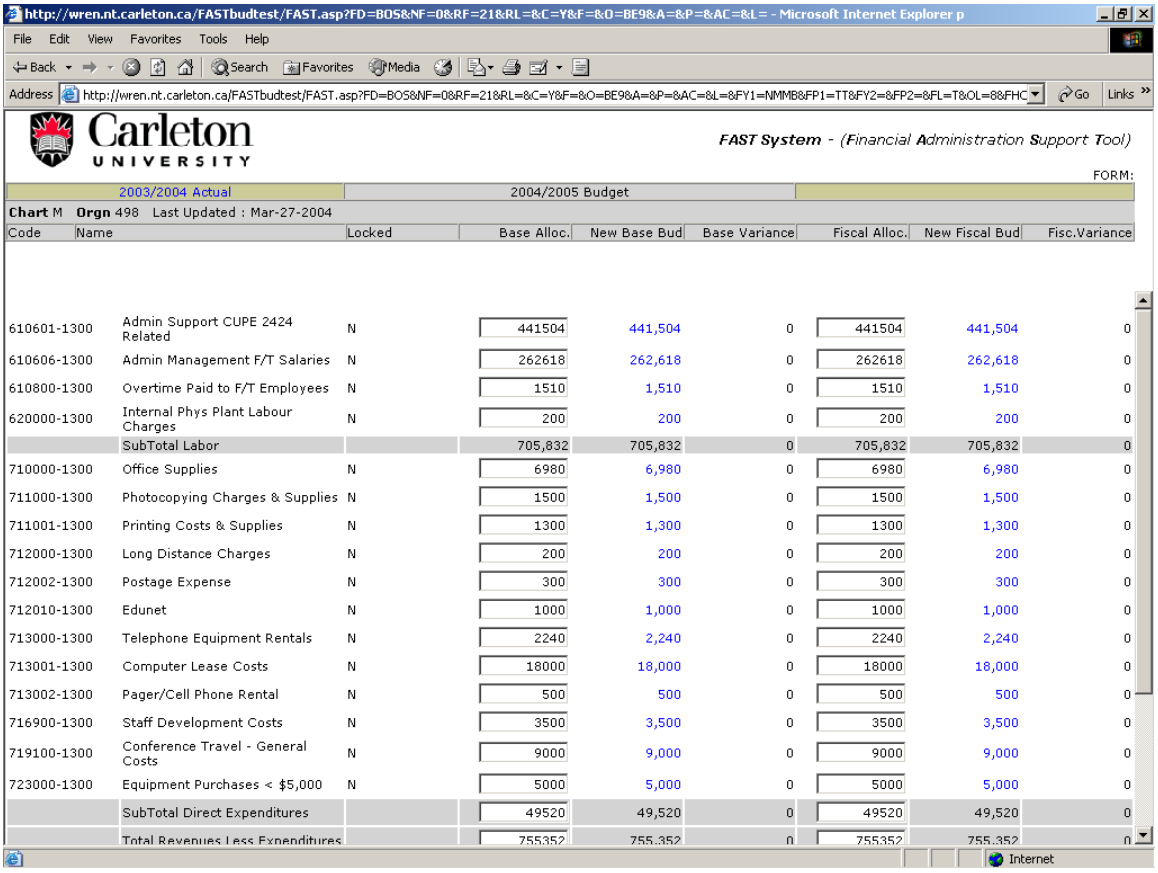

Main Menu - Microsoft Internet Explorer provided by EduNET
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/Prompts.asp?FD=MENU&SDL=N&FR=IV&RN=31302&BV=48&BN=OT&JS=Y
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM: MENU
Please input your desired report parameters.
You can click on the to lookup a field
Chart M
Fund
Orgn 498
Acct
Prog
Actv
Period: Mar-2004 (Open)
Desired Report: Budget System
ENTER
If you prefer, you can also just leave all the input boxes blank and click the ENTER button. This will produce a report summarizing all of your accounts.
Click here if you would like to change your password.
Note: this will change your Banner password as well.
Click here to access the online documentation.
Done
Internet

Then the next screen will start at the Org level

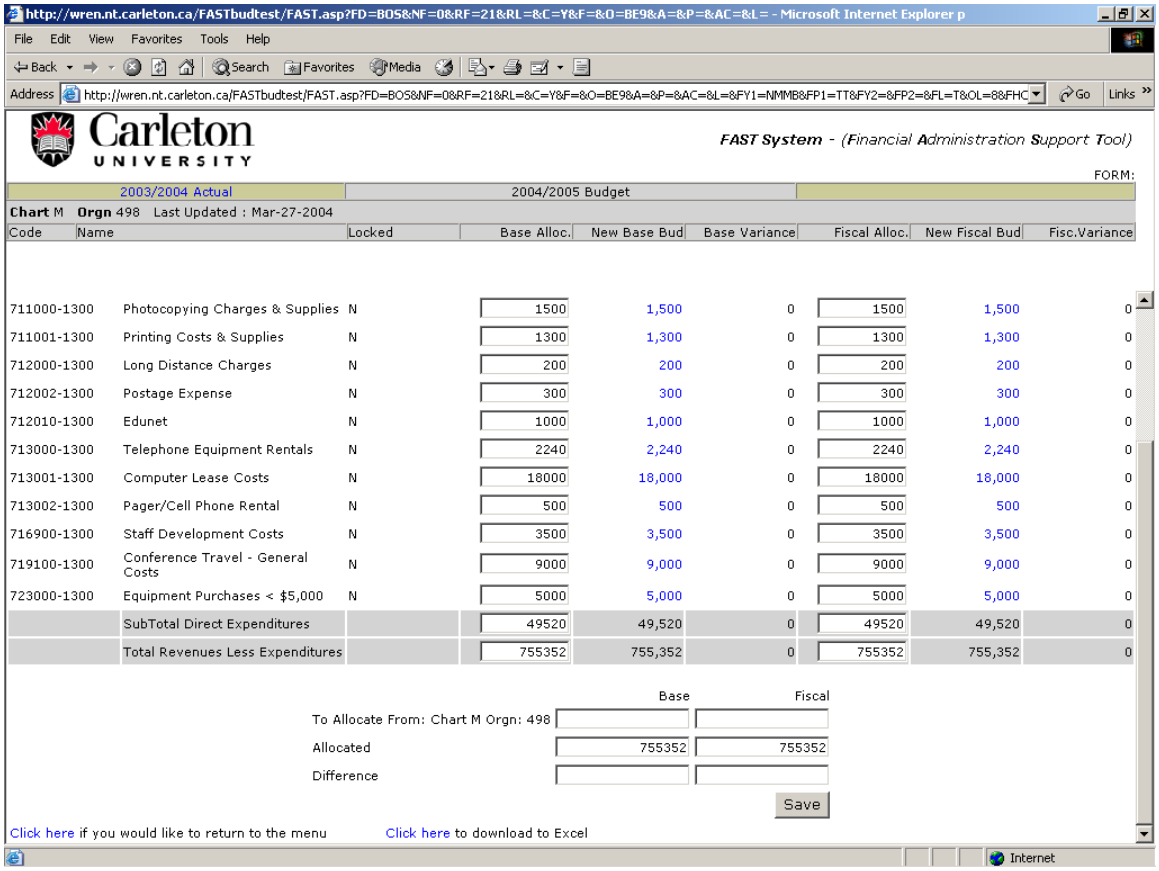

http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?A=&AC=&AHC=N&AL=1&BF=AA&C=Y&D=&DA=&DT=&ENC=&F=& - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?A=&AC=&AHC=N&AL=1&BF=AA&C=Y&D=&DA=&DT=&ENC=&F=&FFM=&FL=T&FHC=N&FD=BSUMS&FP1=TT&FP2=&FY
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM:
2003/2004 Actual
2004/2005 Budget
Chart M Orgn 498 Last Updated : Mar-27-2004
Code Name Locked Base Alloc. New Base Bud Base Variance Fiscal Alloc. New Fiscal Bud Fisc.Variance
498 Finance Office N 0 755,352 -755,352 0 755,352 -755,352
Total 0 755,352 -755,352 0 755,352 -755,352
Base Allocation 0
Fiscal Allocation 0
Click here if you would like to return to the menu
Click here to download to Excel
Done
Internet

All the FOAPAL codes in Banner have a hierarchical structure. Therefore, you will have to click on or drill through the structure until you get to the account level. This is done click in the blue code number. In the example above that would be the 498.

Once at the lowest level your screen will look like the example below.


http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BOS&NF=0&RF=21&RL=&C=Y&F=&O=BE9&A=&P=&AC=&L= - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BOS&NF=0&RF=21&RL=&C=Y&F=&O=BE9&A=&P=&AC=&L=&FY1=NMMB&FP1=TT&FY2=&FP2=&FL=T&OL=88&FHC
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM:
2003/2004 Actual
2004/2005 Budget
Chart M Orgn 498 Last Updated : Mar-27-2004
Code Name Locked Base Alloc. New Base Bud Base Variance Fiscal Alloc. New Fiscal Bud Fisc.Variance
610601-1300 Admin Support CUPE 2424 Related N 441504 441,504 0 441504 441,504 0
610606-1300 Admin Management F/T Salaries N 262618 262,618 0 262618 262,618 0
610800-1300 Overtime Paid to F/T Employees N 1510 1,510 0 1510 1,510 0
620000-1300 Internal Phys Plant Labour Charges N 200 200 0 200 200 0
SubTotal Labor 705,832 705,832 0 705,832 705,832 0
710000-1300 Office Supplies N 6980 6,980 0 6980 6,980 0
711000-1300 Photocopying Charges & Supplies N 1500 1,500 0 1500 1,500 0
711001-1300 Printing Costs & Supplies N 1300 1,300 0 1300 1,300 0
712000-1300 Long Distance Charges N 200 200 0 200 200 0
712002-1300 Postage Expense N 300 300 0 300 300 0
712010-1300 Edunet N 1000 1,000 0 1000 1,000 0
713000-1300 Telephone Equipment Rentals N 2240 2,240 0 2240 2,240 0
713001-1300 Computer Lease Costs N 18000 18,000 0 18000 18,000 0
713002-1300 Pager/Cell Phone Rental N 500 500 0 500 500 0
716900-1300 Staff Development Costs N 3500 3,500 0 3500 3,500 0
719100-1300 Conference Travel - General Costs N 9000 9,000 0 9000 9,000 0
723000-1300 Equipment Purchases < $5,000 N 5000 5,000 0 5000 5,000 0
SubTotal Direct Expenditures 49520 49,520 0 49520 49,520 0
Total Revenues Less Expenditures 755352 755,352 0 755352 755,352 0
Internet
Scroll Bar

Your list of accounts maybe very long. In this case use the scroll bar on the side to scroll to the bottom of the screen. At the bottom of the window you will screen six boxes to help you balance you budget. Please refer to the example below.

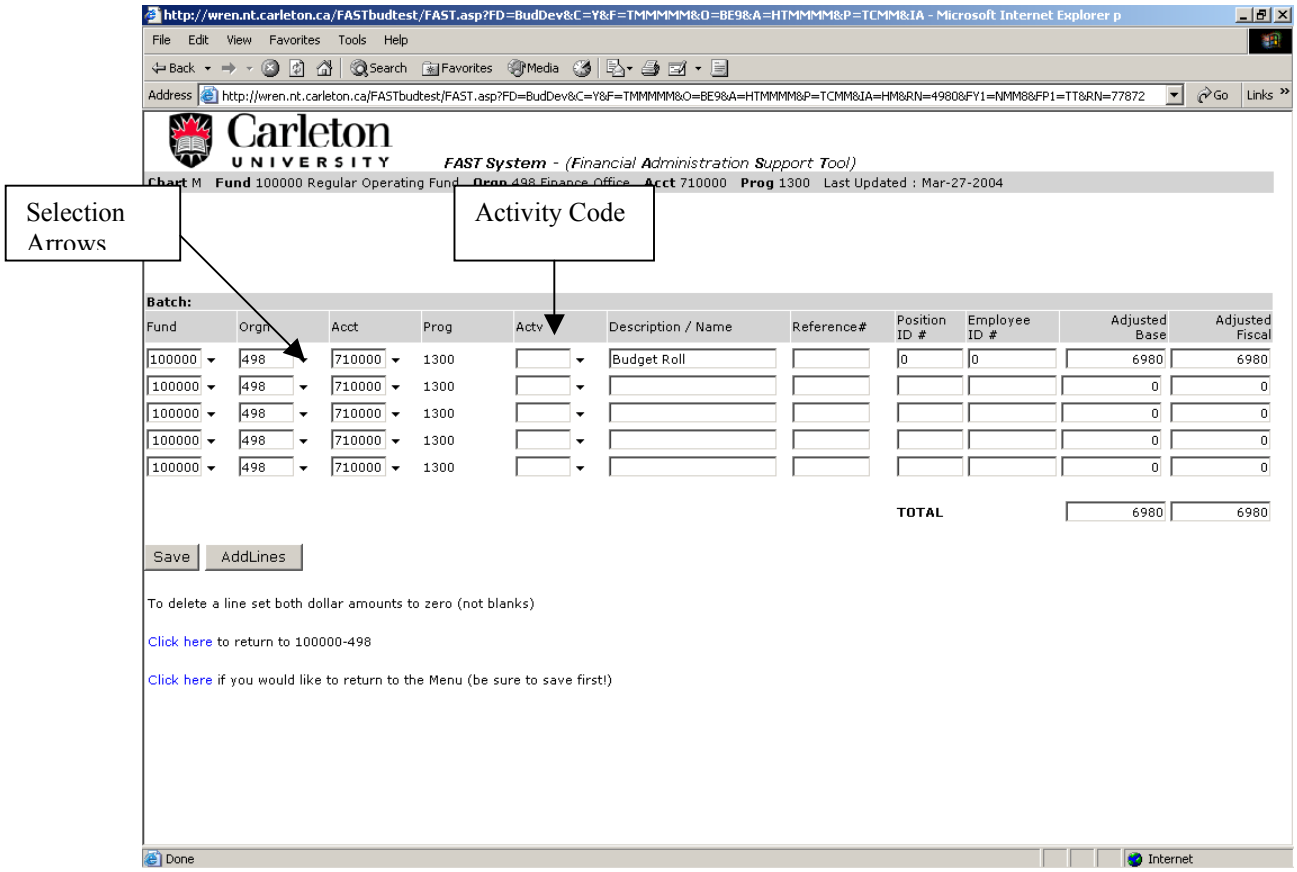

http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BOS&NF=0&RF=21&RL=&C=Y&F=&O=BE9&A=&P=&AC=&L= - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BOS&NF=0&RF=21&RL=&C=Y&F=&O=BE9&A=&P=&AC=&L=&FY1=NMMB&FP1=TT&FY2=&FP2=&FL=T&OL=8&FHC
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM:
2003/2004 Actual
2004/2005 Budget
Chart M Orgn 498 Last Updated : Mar-27-2004
Code Name Locked Base Alloc. New Base Bud Base Variance Fiscal Alloc. New Fiscal Bud Fisc.Variance
711000-1300 Photocopying Charges & Supplies N 1500 1,500 0 1500 1,500 0
711001-1300 Printing Costs & Supplies N 1300 1,300 0 1300 1,300 0
712000-1300 Long Distance Charges N 200 200 0 200 200 0
712002-1300 Postage Expense N 300 300 0 300 300 0
712010-1300 Edunet N 1000 1,000 0 1000 1,000 0
713000-1300 Telephone Equipment Rentals N 2240 2,240 0 2240 2,240 0
713001-1300 Computer Lease Costs N 18000 18,000 0 18000 18,000 0
713002-1300 Pager/Cell Phone Rental N 500 500 0 500 500 0
716900-1300 Staff Development Costs N 3500 3,500 0 3500 3,500 0
719100-1300 Conference Travel - General Costs N 9000 9,000 0 9000 9,000 0
723000-1300 Equipment Purchases < $5,000 N 5000 5,000 0 5000 5,000 0
SubTotal Direct Expenditures 49520 49,520 0 49520 49,520 0
Total Revenues Less Expenditures 755352 755,352 0 755352 755,352 0
Base Fiscal
To Allocate From: Chart M Orgn: 498
Allocated 755352 755352
Difference
Save
Click here if you would like to return to the menu
Click here to download to Excel
Internet

At this point you can move budget amounts from account to account by clicking into the box and changing the amount. The "To Allocate" and "Difference" will not change until you click the Save Button. Budgeting in FAST is the only part of FAST that actual updates data.

Click on the blue amounts will bring you do another level in the account. Here you will able to reallocate amounts to accounts that do not appear on the original screen. It can also be used to zero out accounts.

Please refer to the next screen.

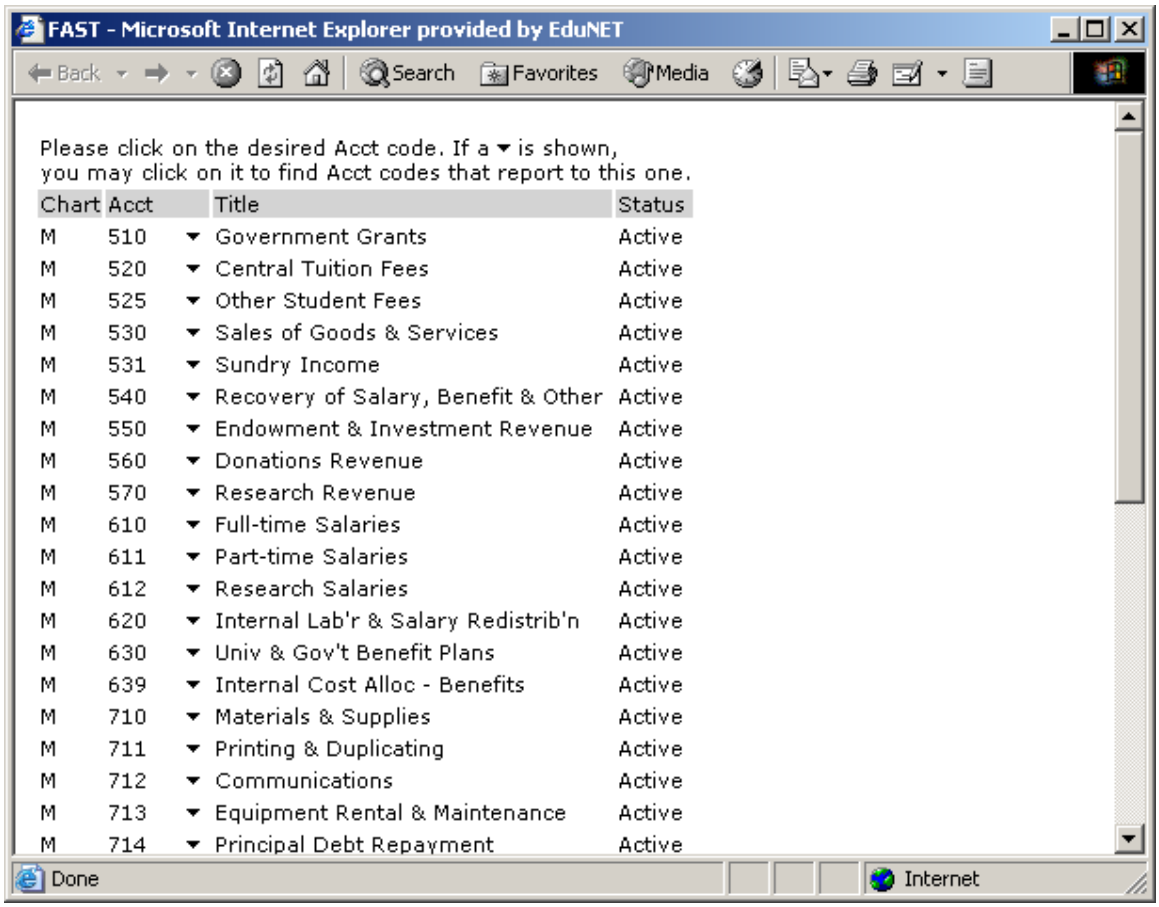
Account level screen

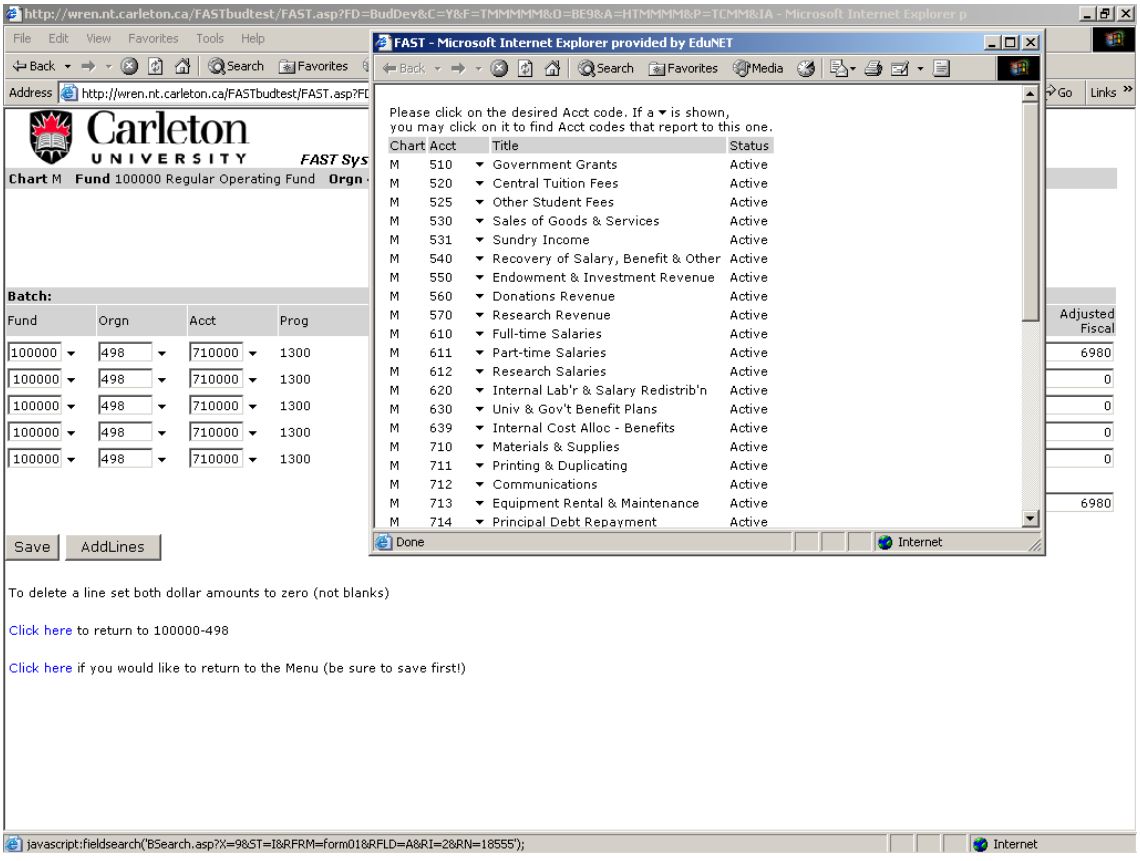

Selection Arrows
Activity Code
http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BudDev&C=Y&F=TMMMMM&O=BE9&A=HTMMMM&P=TCMM&IA - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BudDev&C=Y&F=TMMMMM&O=BE9&A=HTMMMM&P=TCMM&IA=HM&RN=49808&FY1=NMM8&FP1=TT&RN=77872
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Chart M Fund 100000 Regular Operating Fund Orgn 498 Finance Office Acct 710000 Prog 1300 Last Updated : Mar-27-2004
Batch:
Fund Orgn Acct Prog Actv Description / Name Reference# Position ID # Employee ID # Adjusted Base Adjusted Fiscal
100000 498 710000 1300 Budget Roll 0 0 6980 6980
100000 498 710000 1300 0 0
100000 498 710000 1300 0 0
100000 498 710000 1300 0 0
100000 498 710000 1300 0 0
TOTAL 6980 6980
Save AddLines
To delete a line set both dollar amounts to zero (not blanks)
Click here to return to 100000-498
Click here if you would like to return to the Menu (be sure to save first!)
Done
Internet

This screen is at the lowest level of the FOAPAL hierarchy. You will notice that the Activity code is now available. This is not a required field, and is only provided to help departments that chose to account at that level. On this screen you will also notice some drop down arrows for selecting code elements.

On this screen you can use the selection arrow to select another account and then place funds into the Base and Fiscal. When you click on the selection arrow the screen will below will appear.

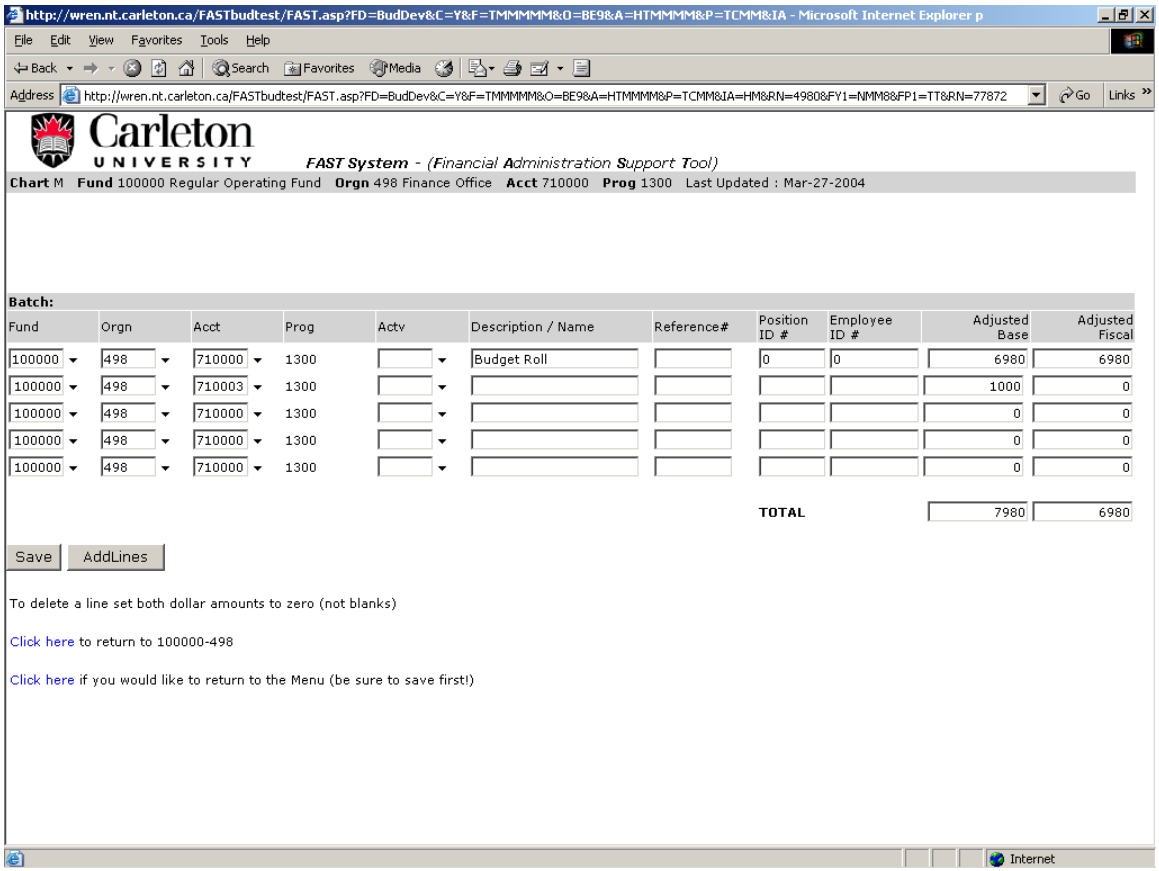
Selection Screen


FAST - Microsoft Internet Explorer provided by EduNET
Back
Search
Favorites
Media
Please click on the desired Acct code. If a ▼ is shown,
you may click on it to find Acct codes that report to this one.
Chart Acct Title Status
M 510 Government Grants Active
M 520 Central Tuition Fees Active
M 525 Other Student Fees Active
M 530 Sales of Goods & Services Active
M 531 Sundry Income Active
M 540 Recovery of Salary, Benefit & Other Active
M 550 Endowment & Investment Revenue Active
M 560 Donations Revenue Active
M 570 Research Revenue Active
M 610 Full-time Salaries Active
M 611 Part-time Salaries Active
M 612 Research Salaries Active
M 620 Internal Lab'r & Salary Redistrib'n Active
M 630 Univ & Gov't Benefit Plans Active
M 639 Internal Cost Alloc - Benefits Active
M 710 Materials & Supplies Active
M 711 Printing & Duplicating Active
M 712 Communications Active
M 713 Equipment Rental & Maintenance Active
M 714 Principal Debt Repayment Active
Done
Internet


Carleton UNIVERSITY
Chart M Fund 100000 Regular Operating Fund
Batch:
Fund Orgn Acct Prog
Save
AddLines
To delete a line set both dollar amounts to zero (not blanks)
Click here to return to 100000-498
Click here if you would like to return to the Menu (be sure to save first!)
FAST - Microsoft Internet Explorer provided by EduNET
Please click on the desired Acct code. If a ▼ is shown,
you may click on it to find Acct codes that report to this one.
Chart Acct Title Status
M 510 Government Grants Active
M 520 Central Tuition Fees Active
M 525 Other Student Fees Active
M 530 Sales of Goods & Services Active
M 531 Sundry Income Active
M 540 Recovery of Salary, Benefit & Other Active
M 550 Endowment & Investment Revenue Active
M 560 Donations Revenue Active
M 570 Research Revenue Active
M 610 Full-time Salaries Active
M 611 Part-time Salaries Active
M 612 Research Salaries Active
M 620 Internal Lab'r & Salary Redistrib'n Active
M 630 Univ & Gov't Benefit Plans Active
M 639 Internal Cost Alloc - Benefits Active
M 710 Materials & Supplies Active
M 711 Printing & Duplicating Active
M 712 Communications Active
M 713 Equipment Rental & Maintenance Active
M 714 Principal Debt Repayment Active
Done
Internet

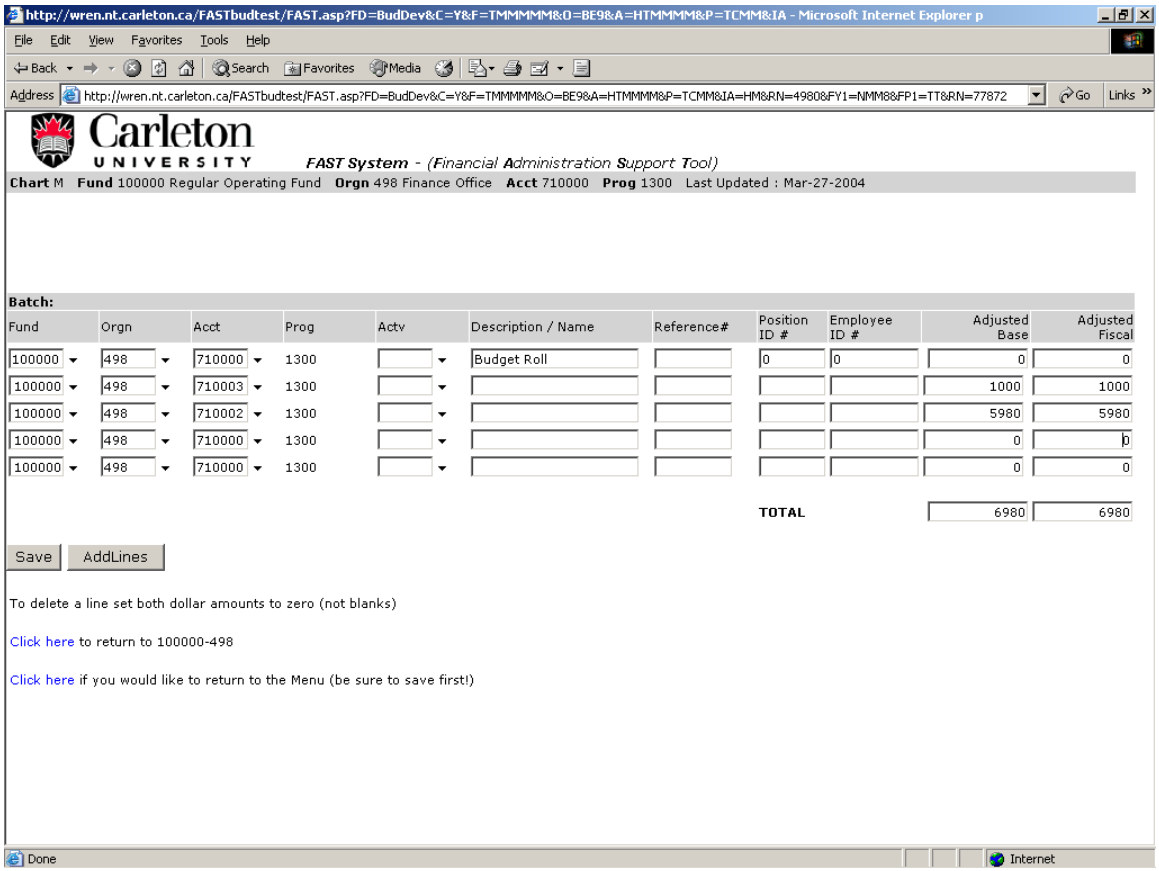
You will need to clicking on the arrows until you get to the bottom level of the code hierarchy.

Once you have selected your account your screen should be like the one below

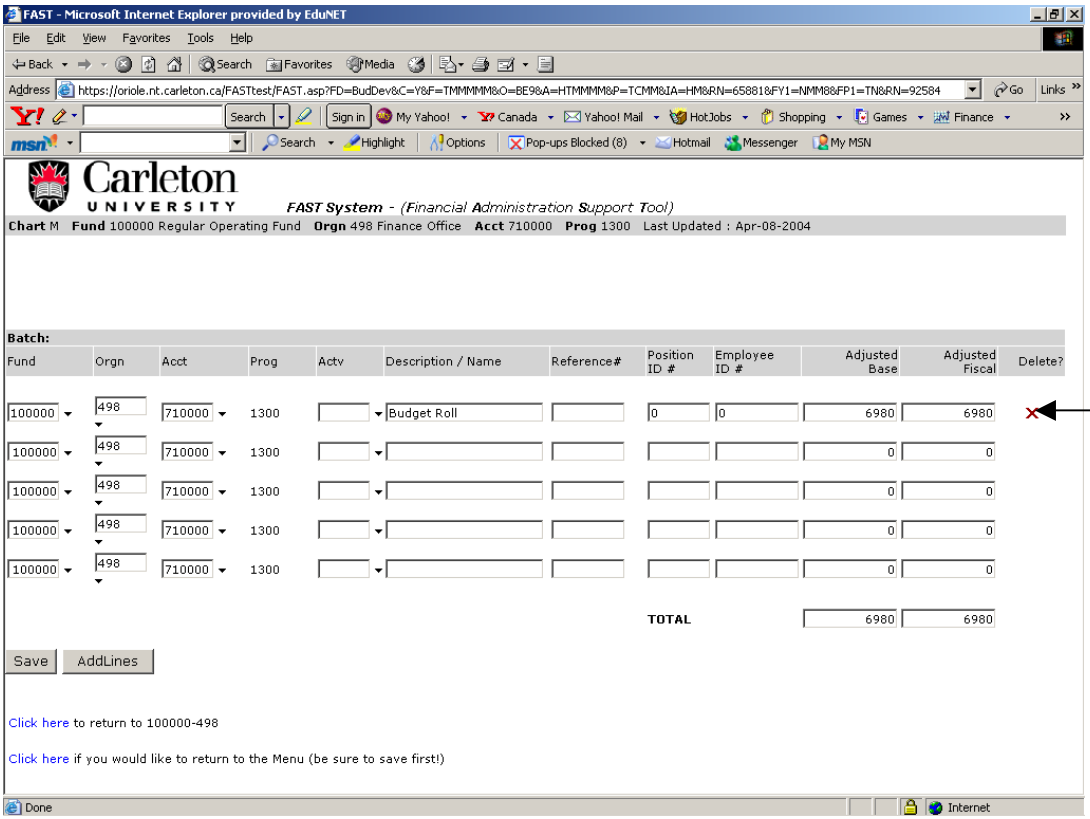

http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BudDev&C=Y&F=TMMMMM&O=BE9&A=HTMMMM&P=TCMM&IA - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BudDev&C=Y&F=TMMMMM&O=BE9&A=HTMMMM&P=TCMM&IA=HM&RN=49808&FY1=NMM8&FP1=TT&RN=77872
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Chart M Fund 100000 Regular Operating Fund Orgn 498 Finance Office Acct 710000 Prog 1300 Last Updated : Mar-27-2004
Batch:
Fund Orgn Acct Prog Actv Description / Name Reference# Position ID # Employee ID # Adjusted Base Adjusted Fiscal
100000 498 710000 1300 Budget Roll 0 0 6980 6980
100000 498 710003 1300 1000 0
100000 498 710000 1300 0 0
100000 498 710000 1300 0 0
100000 498 710000 1300 0 0
TOTAL 7980 6980
Save AddLines
To delete a line set both dollar amounts to zero (not blanks)
Click here to return to 100000-498
Click here if you would like to return to the Menu (be sure to save first!)
Internet

Now add the amounts and continue until you have reallocated the desired account like in the example below.

On the screen shot below you can see that to accounts were added and the amounts from account 71000 were moved to 710003 and 710002. The original amount in this case has a been set to zero.

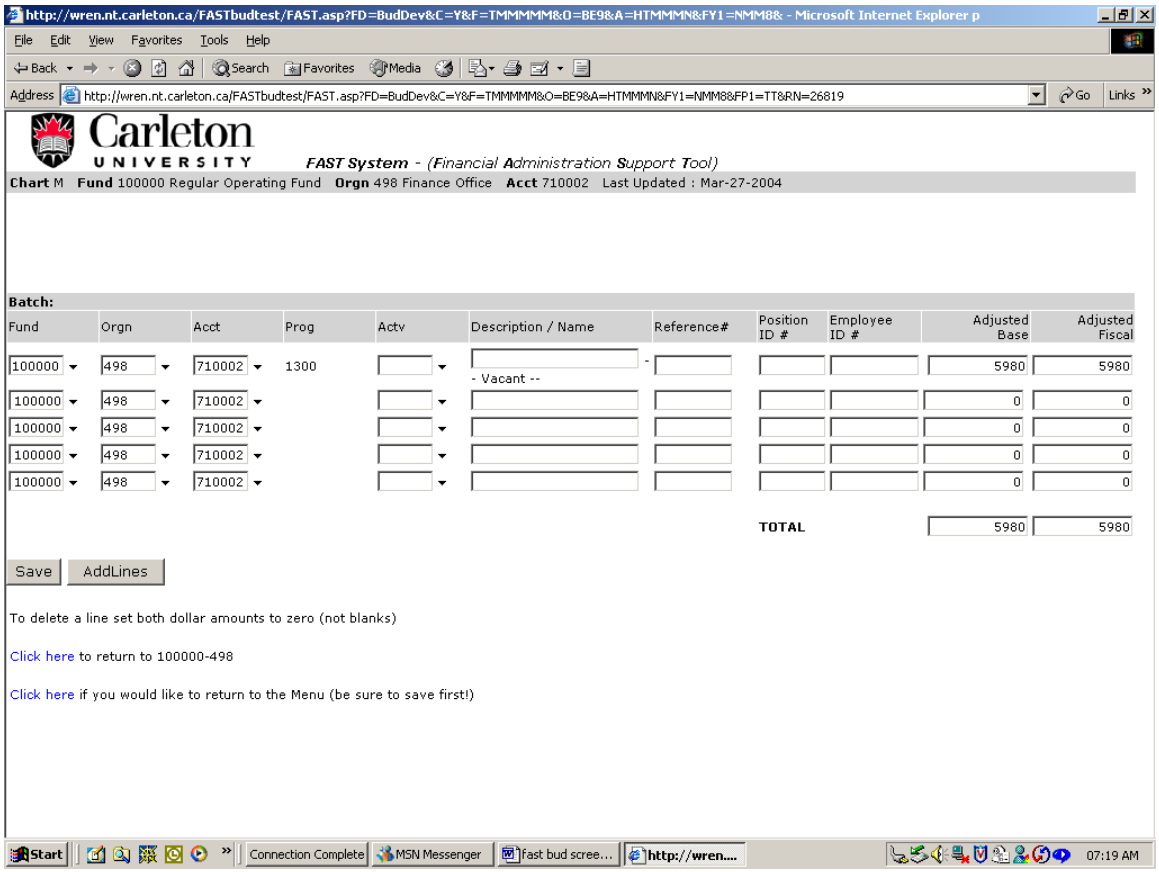

http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BudDev&C=Y&F=TMMMMM&O=BE9&A=HTMMMM&P=TCMM&IA - Microsoft Internet Explorer p
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Chart M Fund 100000 Regular Operating Fund Orgn 498 Finance Office Acct 710000 Prog 1300 Last Updated : Mar-27-2004
Batch:
Fund Orgn Acct Prog Actv Description / Name Reference# Position ID # Employee ID # Adjusted Base Adjusted Fiscal
100000 498 710000 1300 Budget Roll 0 0 0 0
100000 498 710003 1300 1000 1000
100000 498 710002 1300 5980 5980
100000 498 710000 1300 0 0
100000 498 710000 1300 0 0
TOTAL 6980 6980
Save AddLines
To delete a line set both dollar amounts to zero (not blanks)
Click here to return to 100000-498
Click here if you would like to return to the Menu (be sure to save first!)
Done
Internet

Once complete you must click the save button. If you the save button is not clicked before you leave the screen all your changes will be lost.
Once you click on the save button the screen will change and a vacant message will appear on the zero account.

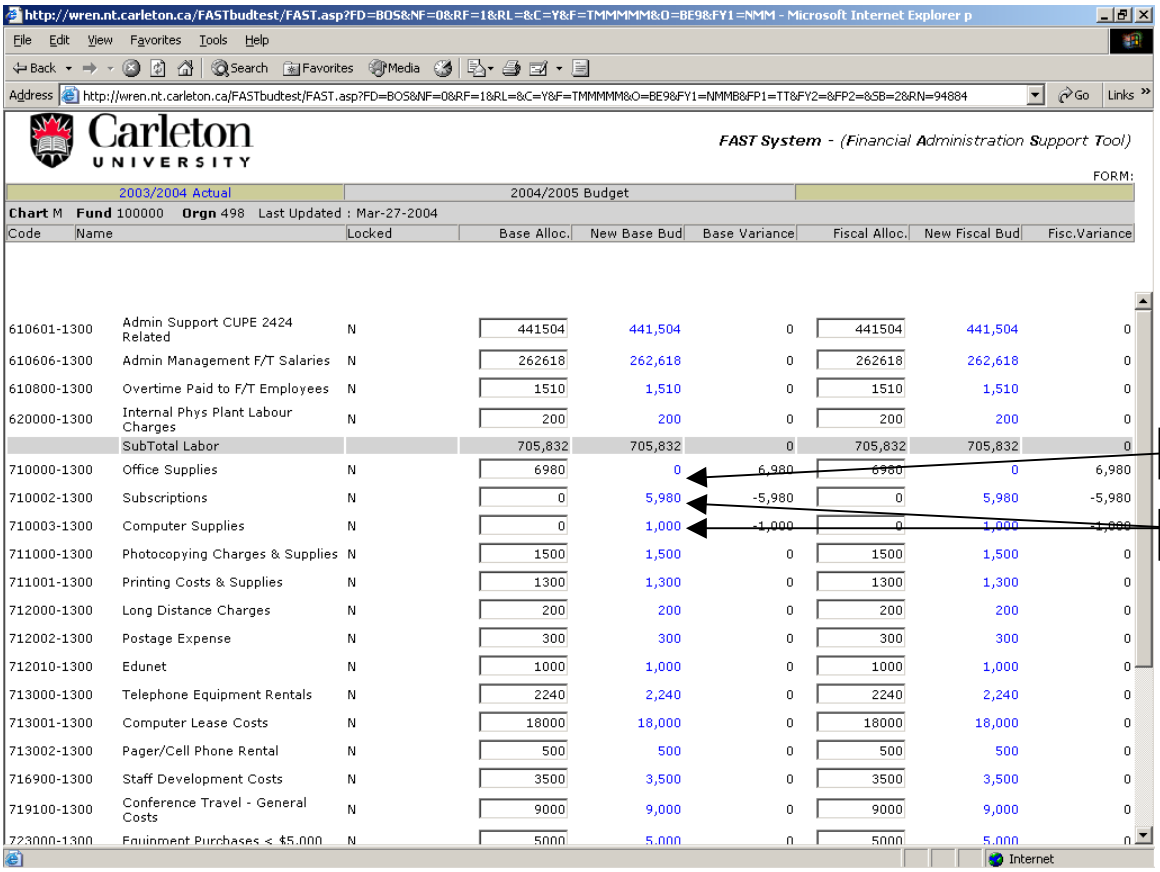

FAST - Microsoft Internet Explorer provided by EduNET
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Chart M Fund 100000 Regular Operating Fund Orgn 498 Finance Office Acct 710000 Prog 1300 Last Updated : Apr-08-2004
Batch:
Fund Orgn Acct Prog Actv Description / Name Reference# Position ID # Employee ID # Adjusted Base Adjusted Fiscal Delete?
100000 498 710000 1300 Budget Roll 0 0 6980 6980
100000 498 710000 1300 0 0
100000 498 710000 1300 0 0
100000 498 710000 1300 0 0
100000 498 710000 1300 0 0
TOTAL 6980 6980
Save AddLines
Click here to return to 100000-498
Click here if you would like to return to the Menu (be sure to save first!)
Done
Internet

Clicking on the "X" will remove an account. The amounts can be allocated to other account(s)

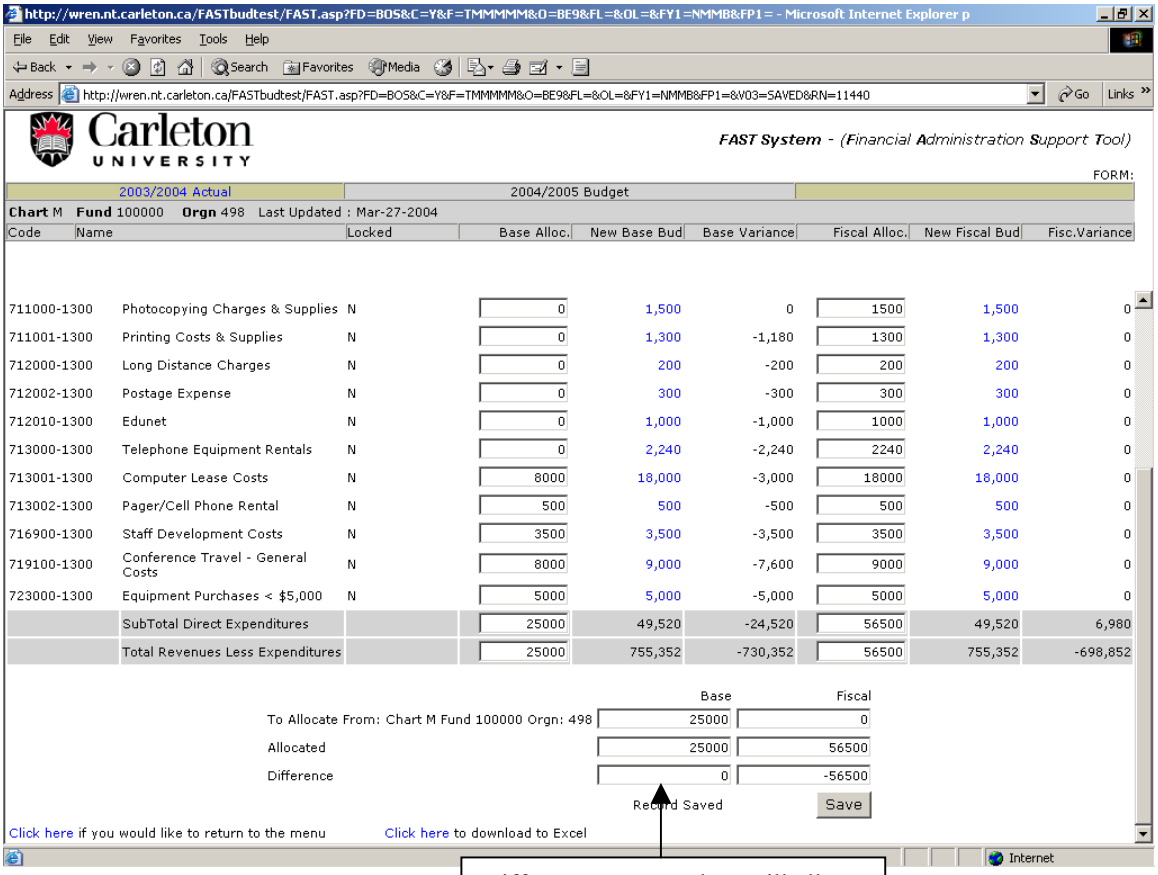
Example of Screen with a zero/Vacant line.


http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BudDev&C=Y&F=TMMMMM&O=BE9&A=HTMMMN&FY1=NMM8& - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BudDev&C=Y&F=TMMMMM&O=BE9&A=HTMMMN&FY1=NMM8&FP1=TT&RN=26819
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Chart M Fund 100000 Regular Operating Fund Orgn 498 Finance Office Acct 710002 Last Updated : Mar-27-2004
Batch:
Fund Orgn Acct Prog Actv Description / Name Reference# Position ID # Employee ID # Adjusted Base Adjusted Fiscal
100000 498 710002 1300 - Vacant -- 5980 5980
100000 498 710002 0 0
100000 498 710002 0 0
100000 498 710002 0 0
100000 498 710002 0 0
TOTAL 5980 5980
Save AddLines
To delete a line set both dollar amounts to zero (not blanks)
Click here to return to 100000-498
Click here if you would like to return to the Menu (be sure to save first!)
Start Connection Complete MSN Messenger Fast bud scree... http://wren.... 07:19 AM

If you now click on the "Click here to return to FFFFFF-OOO" you will see the account is zero and you new accounts have been added.


http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BOS&NF=0&RF=1&RL=&C=Y&F=TMMMMM&O=BE9&FY1=NMM - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BOS&NF=0&RF=1&RL=&C=Y&F=TMMMMM&O=BE9&FY1=NMMB&FP1=TT&FY2=&FP2=&SB=2&RN=94884
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM:
2003/2004 Actual
2004/2005 Budget
Chart M Fund 100000 Orgn 498 Last Updated : Mar-27-2004
Code Name Locked Base Alloc. New Base Bud Base Variance Fiscal Alloc. New Fiscal Bud Fisc.Variance
610601-1300 Admin Support CUPE 2424 Related N 441504 441,504 0 441504 441,504 0
610606-1300 Admin Management F/T Salaries N 262618 262,618 0 262618 262,618 0
610800-1300 Overtime Paid to F/T Employees N 1510 1,510 0 1510 1,510 0
620000-1300 Internal Phys Plant Labour Charges N 200 200 0 200 200 0
SubTotal Labor 705,832 705,832 0 705,832 705,832 0
710000-1300 Office Supplies N 6980 0 6,980 6980 0 6,980
710002-1300 Subscriptions N 0 5,980 -5,980 0 5,980 -5,980
710003-1300 Computer Supplies N 0 1,000 -1,000 0 1,000 -1,000
711000-1300 Photocopying Charges & Supplies N 1500 1,500 0 1500 1,500 0
711001-1300 Printing Costs & Supplies N 1300 1,300 0 1300 1,300 0
712000-1300 Long Distance Charges N 200 200 0 200 200 0
712002-1300 Postage Expense N 300 300 0 300 300 0
712010-1300 Edunet N 1000 1,000 0 1000 1,000 0
713000-1300 Telephone Equipment Rentals N 2240 2,240 0 2240 2,240 0
713001-1300 Computer Lease Costs N 18000 18,000 0 18000 18,000 0
713002-1300 Pager/Cell Phone Rental N 500 500 0 500 500 0
716900-1300 Staff Development Costs N 3500 3,500 0 3500 3,500 0
719100-1300 Conference Travel - General Costs N 9000 9,000 0 9000 9,000 0
723000-1300 Equipment Purchases < $5,000 N 5000 5,000 0 5000 5,000 0
Internet
Zero amount
Re-allocations

You will need to continue moving, adding, removing amounts until you have completed all the accounts and the "Difference" message box is zero like the example below.

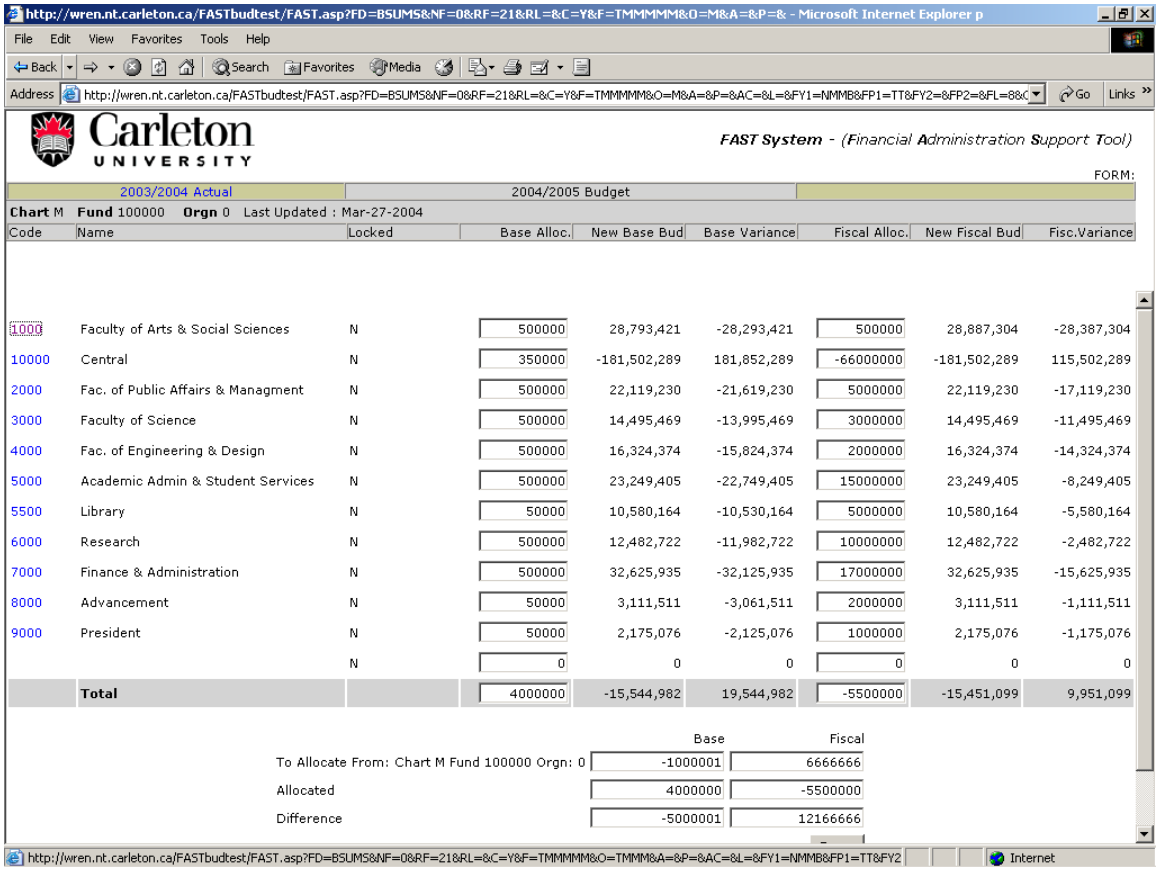

http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BOS&C=Y&F=TMMMMM&O=BE9&FL=&OL=&FY1=NMMB&FP1= - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BOS&C=Y&F=TMMMMM&O=BE9&FL=&OL=&FY1=NMMB&FP1=&V03=SAVED&RN=11440
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM:
2003/2004 Actual
2004/2005 Budget
Chart M Fund 100000 Orgn 498 Last Updated : Mar-27-2004
Code Name Locked Base Alloc. New Base Bud Base Variance Fiscal Alloc. New Fiscal Bud Fisc.Variance
711000-1300 Photocopying Charges & Supplies N 0 1,500 0 1500 1,500 0
711001-1300 Printing Costs & Supplies N 0 1,300 -1,180 1300 1,300 0
712000-1300 Long Distance Charges N 0 200 -200 200 200 0
712002-1300 Postage Expense N 0 300 -300 300 300 0
712010-1300 Edunet N 0 1,000 -1,000 1000 1,000 0
713000-1300 Telephone Equipment Rentals N 0 2,240 -2,240 2240 2,240 0
713001-1300 Computer Lease Costs N 8000 18,000 -3,000 18000 18,000 0
713002-1300 Pager/Cell Phone Rental N 500 500 -500 500 500 0
716900-1300 Staff Development Costs N 3500 3,500 -3,500 3500 3,500 0
719100-1300 Conference Travel - General Costs N 8000 9,000 -7,600 9000 9,000 0
723000-1300 Equipment Purchases < $5,000 N 5000 5,000 -5,000 5000 5,000 0
SubTotal Direct Expenditures 25000 49,520 -24,520 56500 49,520 6,980
Total Revenues Less Expenditures 25000 755,352 -730,352 56500 755,352 -698,852
Base Fiscal
To Allocate From: Chart M Fund 100000 Orgn: 498 25000 0
Allocated 25000 56500
Difference 0 -56500
Record Saved
Save
Click here if you would like to return to the menu
Click here to download to Excel
Internet

Difference message box will all amounts allocated

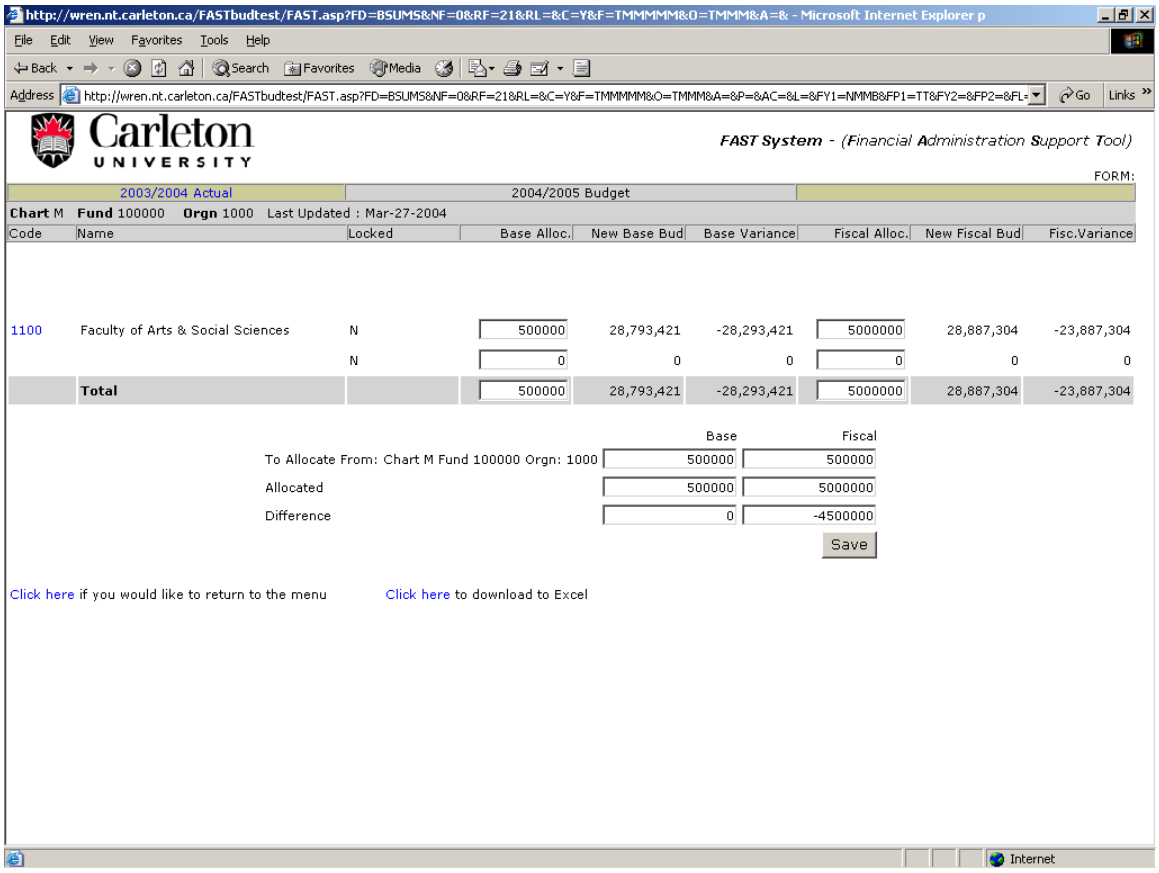
Once you have saved your completed budget contact your RPC Administrator. Finance will then be contacted and the "N" in the Locked column will be changed to "Y" (Yes) by Finance. Once the system is locked changes to budgets can only be done by Finance.

6.0 Budget For the RPC Administrator

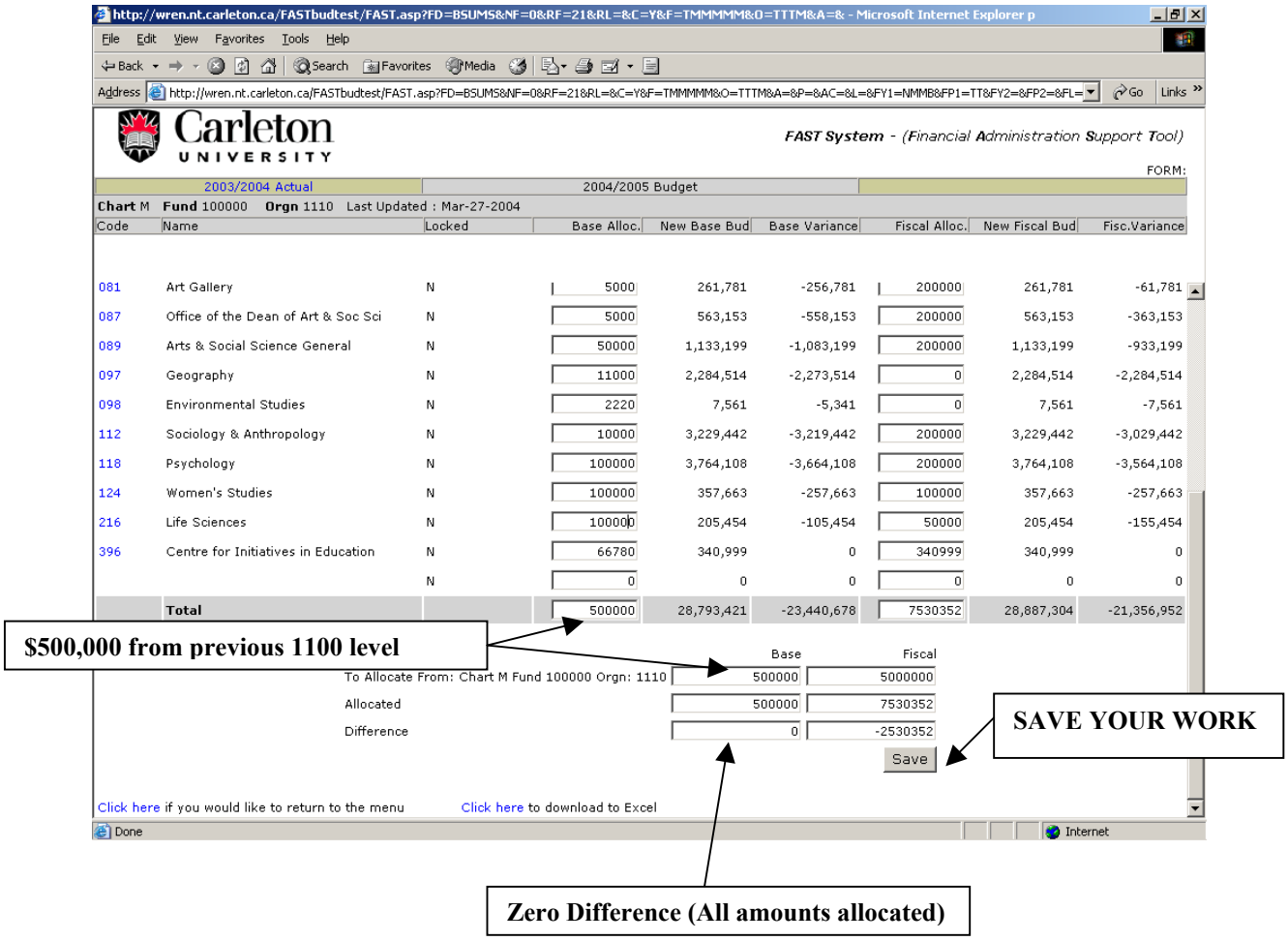
Re-allocating amounts at the Org level is similar to re-allocating amounts at the account level. In this case when you enter into the system you should see all the high level Orgs for which you have been given access. You see a screen similar to the screen below. Again we must remember that all the codes at part of a hierarchy. So you will have to allocate at every level.


http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BSUMS&NF=0&RF=21&RL=&C=Y&F=TMMMMM&O=M&A=&P=& - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BSUMS&NF=0&RF=21&RL=&C=Y&F=TMMMMM&O=M&A=&P=&AC=&L=&FY1=NMMB&FP1=TT&FY2=&FP2=&FL=8&C
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM:
2003/2004 Actual
2004/2005 Budget
Chart M Fund 100000 Orgn 0 Last Updated : Mar-27-2004
Code Name Locked Base Alloc. New Base Bud Base Variance Fiscal Alloc. New Fiscal Bud Fisc.Variance
1000 Faculty of Arts & Social Sciences N 500000 28,793,421 -28,293,421 500000 28,887,304 -28,387,304
10000 Central N 350000 -181,502,289 181,852,289 -66000000 -181,502,289 115,502,289
2000 Fac. of Public Affairs & Managment N 500000 22,119,230 -21,619,230 5000000 22,119,230 -17,119,230
3000 Faculty of Science N 500000 14,495,469 -13,995,469 3000000 14,495,469 -11,495,469
4000 Fac. of Engineering & Design N 500000 16,324,374 -15,824,374 2000000 16,324,374 -14,324,374
5000 Academic Admin & Student Services N 500000 23,249,405 -22,749,405 15000000 23,249,405 -8,249,405
5500 Library N 50000 10,580,164 -10,530,164 5000000 10,580,164 -5,580,164
6000 Research N 500000 12,482,722 -11,982,722 10000000 12,482,722 -2,482,722
7000 Finance & Administration N 500000 32,625,935 -32,125,935 17000000 32,625,935 -15,625,935
8000 Advancement N 50000 3,111,511 -3,061,511 2000000 3,111,511 -1,111,511
9000 President N 50000 2,175,076 -2,125,076 1000000 2,175,076 -1,175,076
N 0 0 0 0 0 0
Total 4000000 -15,544,982 19,544,982 -5500000 -15,451,099 9,951,099
Base Fiscal
To Allocate From: Chart M Fund 100000 Orgn: 0 -1000001 6666666
Allocated 4000000 -5500000
Difference -5000001 12166666
http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BSUMS&NF=0&RF=21&RL=&C=Y&F=TMMMMM&O=TMMM&A=&P=&AC=&L=&FY1=NMMB&FP1=TT&FY2
Internet

Here the example shows an allocation of $500,000 to the Faculty of Arts & Social Science. At this point the Administrator must click on the 1100 to move down to the next level.


http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BSUMS&NF=0&RF=21&RL=&C=Y&F=TMMMMM&O=TMMM&A=& - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://wren.nt.carleton.ca/FASTbudtest/FAST.asp?FD=BSUMS&NF=0&RF=21&RL=&C=Y&F=TMMMMM&O=TMMM&A=&P=&AC=&L=&FY1=NMMB&FP1=TT&FY2=&FP2=&FL
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM:
2003/2004 Actual
2004/2005 Budget
Chart M Fund 100000 Orgn 1000 Last Updated : Mar-27-2004
Code Name Locked Base Alloc. New Base Bud Base Variance Fiscal Alloc. New Fiscal Bud Fisc.Variance
1100 Faculty of Arts & Social Sciences N 500000 28,793,421 -28,293,421 5000000 28,887,304 -23,887,304
N 0 0 0 0 0 0
Total 500000 28,793,421 -28,293,421 5000000 28,887,304 -23,887,304
Base Fiscal
To Allocate From: Chart M Fund 100000 Orgn: 1000 500000 500000
Allocated 500000 5000000
Difference 0 -4500000
Save
Click here if you would like to return to the menu
Click here to download to Excel
Internet

Once the Administrator is at the lowest level of the Organization all the departments will appear. Now amounts can be moved from department to department until the "Difference" Message box is 0.



Once all the budgets have been allocated and balanced and the Departments have completed their work the Budgeting system will be locked by finance. The system can be locked by Org code so it is not necessary to wait until all the work by all the departments has been completed.

Once you have completed the allocation you must click the **SAVE** button. If this is not done all your work will be lost.

7.0 Selecting FOAPAL Elements

There are several ways to select a FOAPAL element:

1) Type the FOAPAL directly in the field.
2) Use the drill down feature.
3) Leave the FOAPAL fields blank click on ENTER.

Example: View only the total spent to date for your Fund (no details). We will try all 3 methods above.

Method 1: Type in your Fund number – 100000 is for Operating.

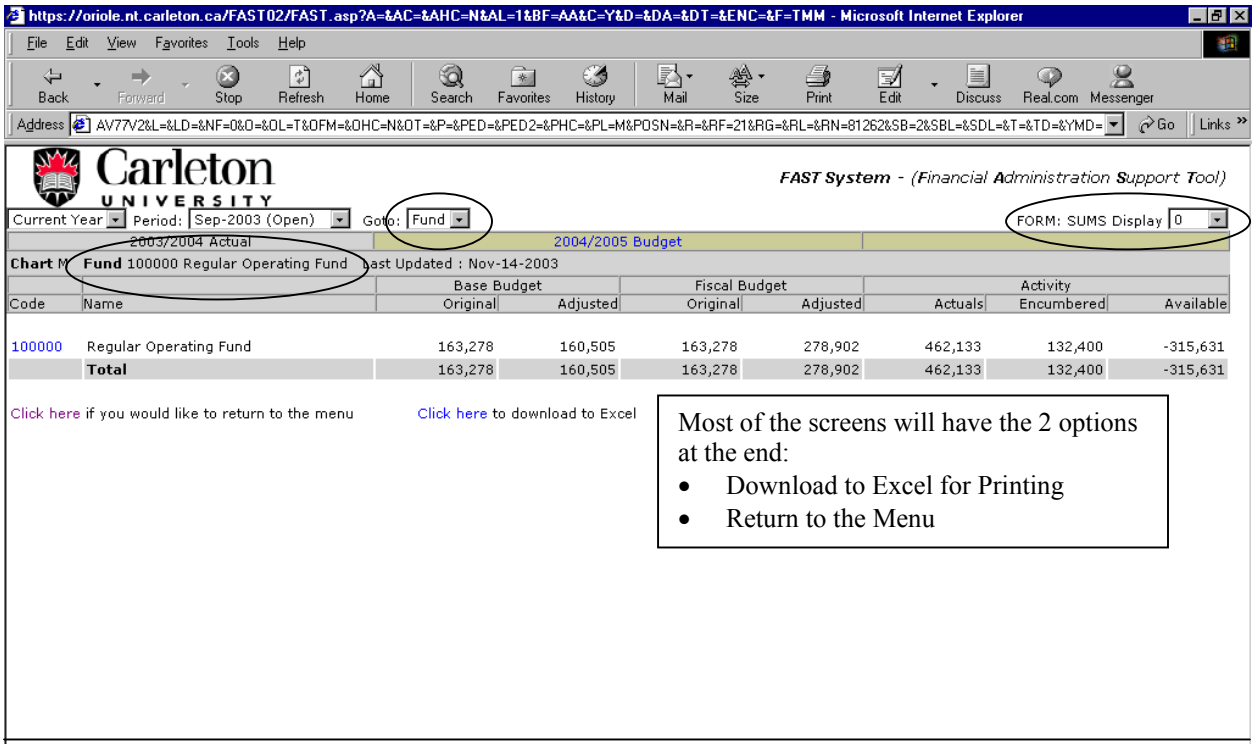
Note: You don't need **Organization** because you only want to see totals.
You don't need **Account** because you don't need the details.
You don't need **Program** because that is defaulted in.

The **Period** will automatically be the most recent month.

The **Desired Report** will be the Operating Statement.

Click on ENTER.

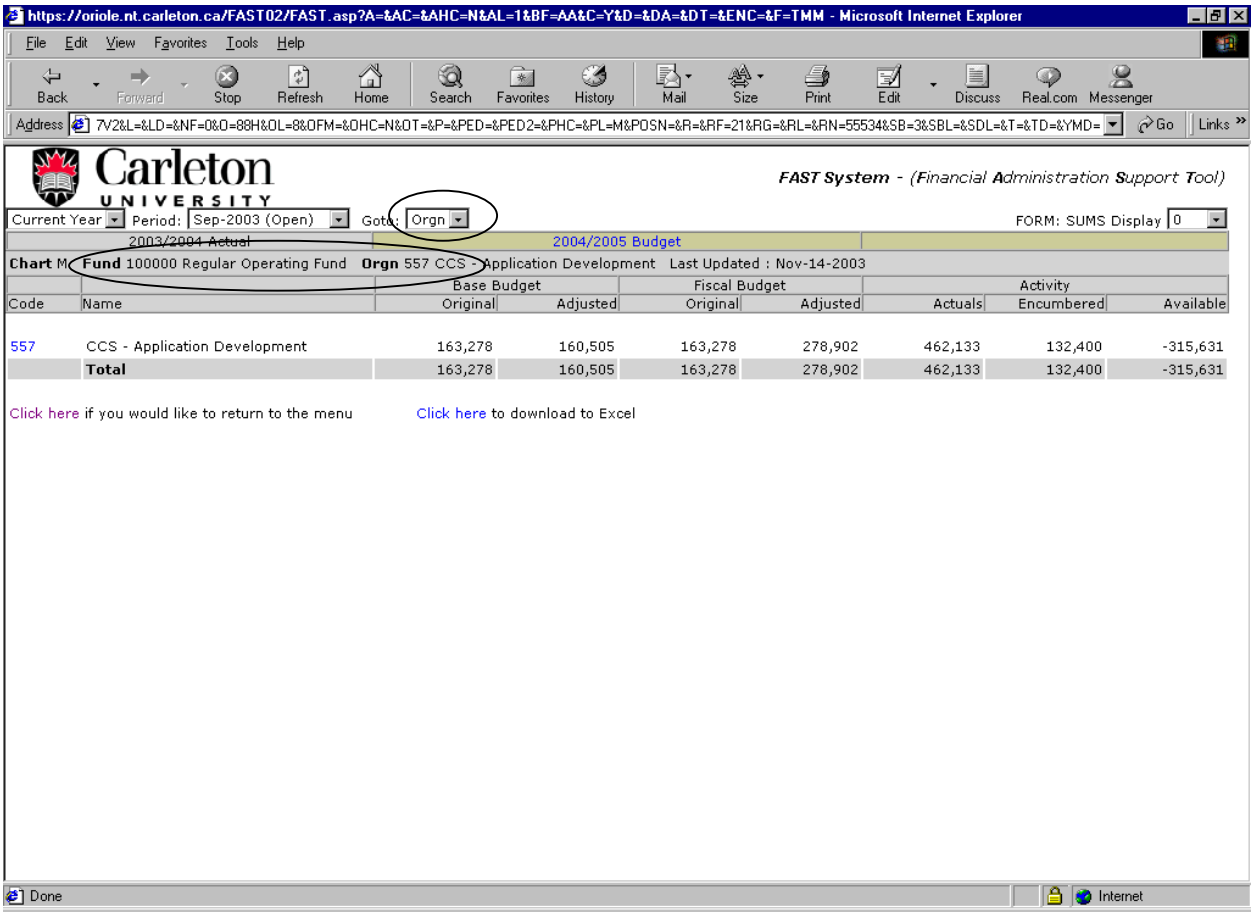
A screen will appear with the **Fund** summary.


https://oriole.nt.carleton.ca/FAST02/FAST.asp?A=&AC=&AHC=N&AL=1&BF=AA&C=Y&D=&DA=&DT=&ENC=&F=TMM - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit Discuss Real.com Messenger
Address AV77V2&L=&LD=&NF=0&O=&OL=T&OFM=&OHC=N&OT=&P=&PED=&PED2=&PHC=&PL=M&POSN=&R=&RF=21&RG=&RL=&RN=81262&SB=2&SBL=&SDL=&T=&TD=&YMD= Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Current Year Period: Sep-2003 (Open) Goto: Fund
FORM: SUMS Display 0
2003/2004 Actual
2004/2005 Budget
Chart M Fund 100000 Regular Operating Fund Last Updated : Nov-14-2003
Base Budget Fiscal Budget Activity
Code Name Original Adjusted Original Adjusted Actuals Encumbered Available
100000 Regular Operating Fund 163,278 160,505 163,278 278,902 462,133 132,400 -315,631
Total 163,278 160,505 163,278 278,902 462,133 132,400 -315,631
Click here if you would like to return to the menu
Click here to download to Excel
Most of the screens will have the 2 options at the end:
• Download to Excel for Printing
• Return to the Menu

If you wish to view the year-to-date activity for a prior month, select that month in the **Period Field**.

The **FORM: SUMS Display** at the top right-hand side can display the $ amounts with cents (0.00) or dollars only (0).

Go back to the Main Menu and type in the **Organization** and hit ENTER


https://oriole.nt.carleton.ca/FAST02/FAST.asp?A=&AC=&AHC=N&AL=1&BF=AA&C=Y&D=&DA=&DT=&ENC=&F=TMM - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit Discuss Real.com Messenger
Address 7V2&L=&LD=&NF=0&O=88H&OL=8&OFM=&OHC=N&OT=&P=&PED=&PED2=&PHC=&PL=M&POSN=&R=&RF=21&RG=&RL=&RN=55534&SB=3&SBL=&SDL=&T=&TD=&YMD=
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Current Year Period: Sep-2003 (Open) Goto: Orgn
FORM: SUMS Display 0
2003/2004 Actual
2004/2005 Budget
Chart M Fund 100000 Regular Operating Fund Orgn 557 CCS - Application Development Last Updated : Nov-14-2003
Base Budget
Fiscal Budget
Activity
Code Name Original Adjusted Original Adjusted Actuals Encumbered Available
557 CCS - Application Development 163,278 160,505 163,278 278,902 462,133 132,400 -315,631
Total 163,278 160,505 163,278 278,902 462,133 132,400 -315,631
Click here if you would like to return to the menu
Click here to download to Excel
Done
Internet

Now you get the **Organization** summary (for that Fund). Note the **Goto** above has changed from **Fund** to **Orgn.**

Method 2: Use the drill down button ˇ .

Go back to the Main Menu and use the drill down button next to the Fund cell.

A screen will appear with a list of all the Funds you have access to. Some will have another drill down button and some will be in **blue**.

If there is no drill down button, click on the Fund number in **blue**, and that will populate the field in the Main Menu.

If there is a drill down button, continue drilling down to the level of detail that is required. Once you have reached the desired element, click on it, and that will populate the field in the Main Menu.

Click on ENTER.

The same screen/s appears as in Method 1 – the **Fund** summary.

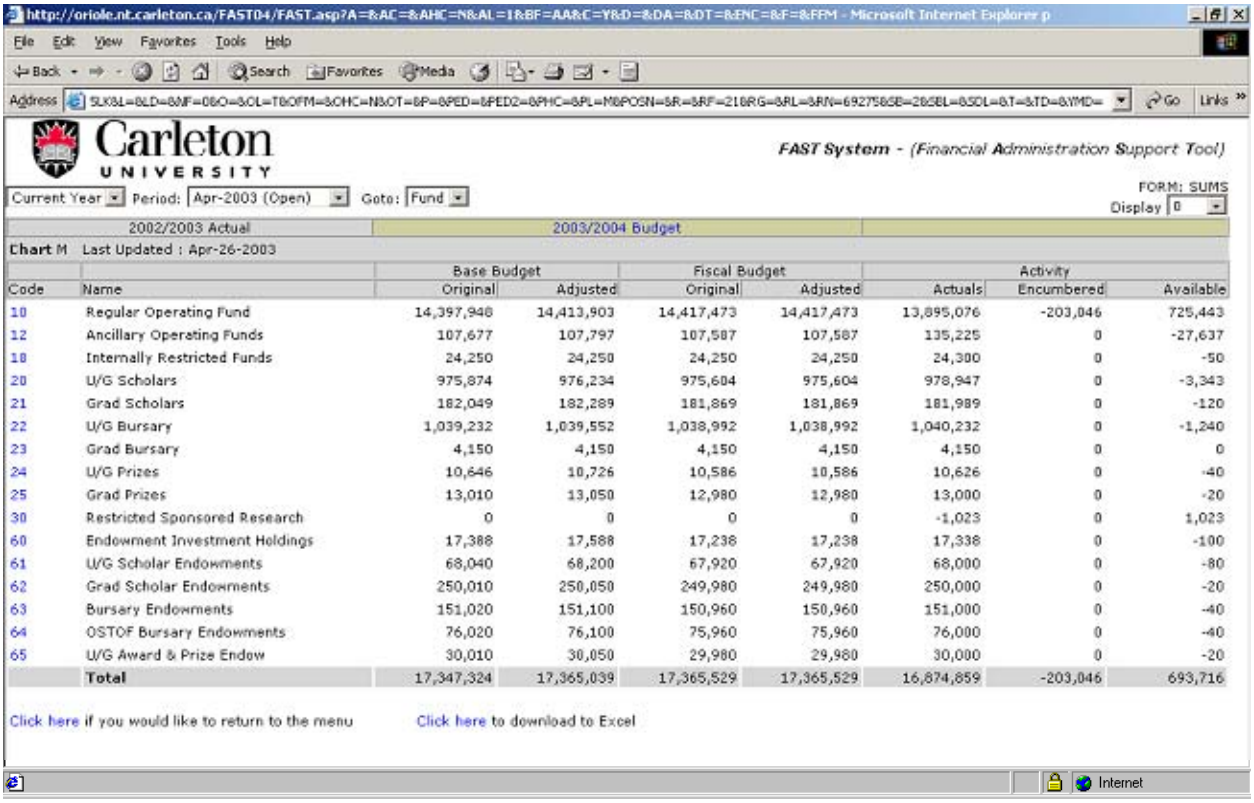
> A simple rule to follow in FAST: If a text or number is in **BLUE, or if there is a drill down arrow next to a box,** there is still a level below with a more detailed description.

Repeat this method for "Orgn" in the Main Menu. You will get the **Orgn** summary.

Method 3: Hit the ENTER button on the Main Menu screen without entering any parameters.

The same screen will appear as with the Fund summary, but this time, it will display an overview of **all your top-level funds** for the period specified. **You can only view the Funds you have been granted view access to** in Banner, most likely the Operating Fund or a few Research Funds. Access is controlled by the user's profile in Banner and is maintained by the Finance Office.

The example below shows many funds because it is with Finance or Business Office access.



http://oriole.nt.carleton.ca/FAST04/FAST.asp?A=&AC=&AHC=N&AL=1&BF=AA&C=Y&D=&DA=&DT=&ENC=&F=&FFM - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Search Favorites Media

Address 5LX&L=&LD=&NF=0&O=&OL=T&OFM=&OHC=N&OT=&P=&PED=&PED2=&PHC=&PL=M&POSN=&R=&RF=218RG=&RL=&RN=692758&B=2&SBL=&SDL=&T=&TD=&YMD=

Go Links

Carleton UNIVERSITY

FAST System - (Financial Administration Support Tool)

Current Year Period: Apr-2003 (Open) Goto: Fund

FORM: SUMS

Display 0

	2002/2003 Actual	2003/2004 Budget					
Chart M	Last Updated : Apr-26-2003						
		Base Budget		Fiscal Budget		Activity	
Code	Name	Original	Adjusted	Original	Adjusted	Actuals	Encumbered	Available
10	Regular Operating Fund	14,397,946	14,413,903	14,417,473	14,417,473	13,895,076	-203,046	725,443
12	Ancillary Operating Funds	107,677	107,797	107,587	107,587	135,225	0	-27,637
18	Internally Restricted Funds	24,250	24,250	24,250	24,250	24,300	0	-50
20	U/G Scholars	975,874	976,234	975,604	975,604	978,947	0	-3,343
21	Grad Scholars	182,049	182,289	181,869	181,869	181,989	0	-120
22	U/G Bursary	1,039,232	1,039,552	1,038,992	1,038,992	1,040,232	0	-1,240
23	Grad Bursary	4,150	4,150	4,150	4,150	4,150	0	0
24	U/G Prizes	10,646	10,726	10,586	10,586	10,626	0	-40
25	Grad Prizes	13,010	13,050	12,980	12,980	13,000	0	-20
30	Restricted Sponsored Research	0	0	0	0	-1,023	0	1,023
60	Endowment Investment Holdings	17,388	17,588	17,238	17,238	17,338	0	-100
61	U/G Scholar Endowments	68,040	68,200	67,920	67,920	68,000	0	-80
62	Grad Scholar Endowments	250,010	250,050	249,980	249,980	250,000	0	-20
63	Bursary Endowments	151,020	151,100	150,960	150,960	151,000	0	-40
64	OSTOF Bursary Endowments	76,020	76,100	75,960	75,960	76,000	0	-40
65	U/G Award & Prize Endow	30,010	30,050	29,980	29,980	30,000	0	-20
	Total	17,347,324	17,365,039	17,365,529	17,365,529	16,874,859	-203,046	693,716

Click here if you would like to return to the menu Click here to download to Excel

Internet

8.0 Navigation Screen

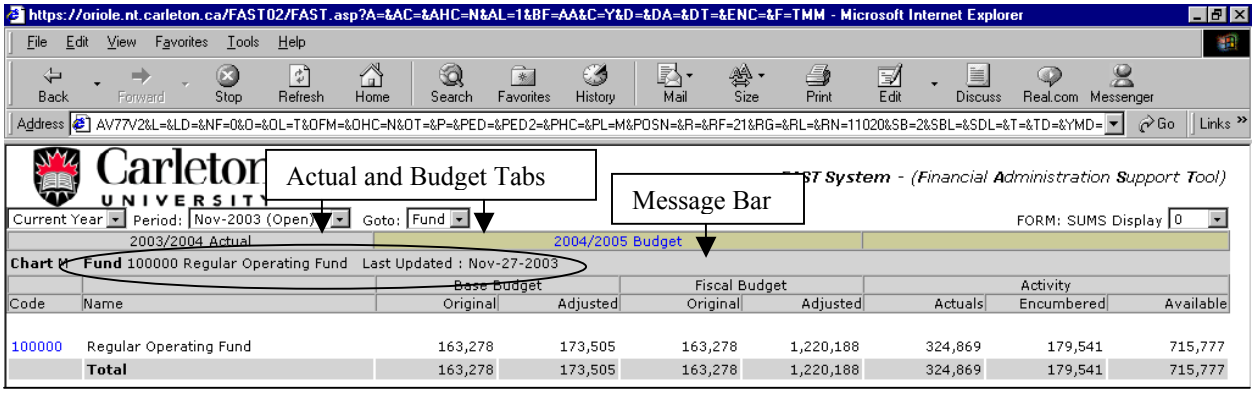
This screen has many components that provide the functionality to navigate and view FOAPAL elements in many ways. The components that will be explored are:

- The Actual and Budget Tabs
- Message Toolbar
- Header Bar
- Period Selection
- Report Selection
- Element Selection "GoTo"
- Transaction Level View
- Download to Excel

Go back to the Main Menu and type 100000 in the Fund box.

8.1 Actual and Budget Tabs

When the Navigation Screen is first opened the **default view** will be the **Actual Tab.** This is where data can be explored and viewed. **The Budget Tab** will be used during Budget Development and the functionality behind that tab will be explained in the upcoming Budget Development User Manual and training sessions.

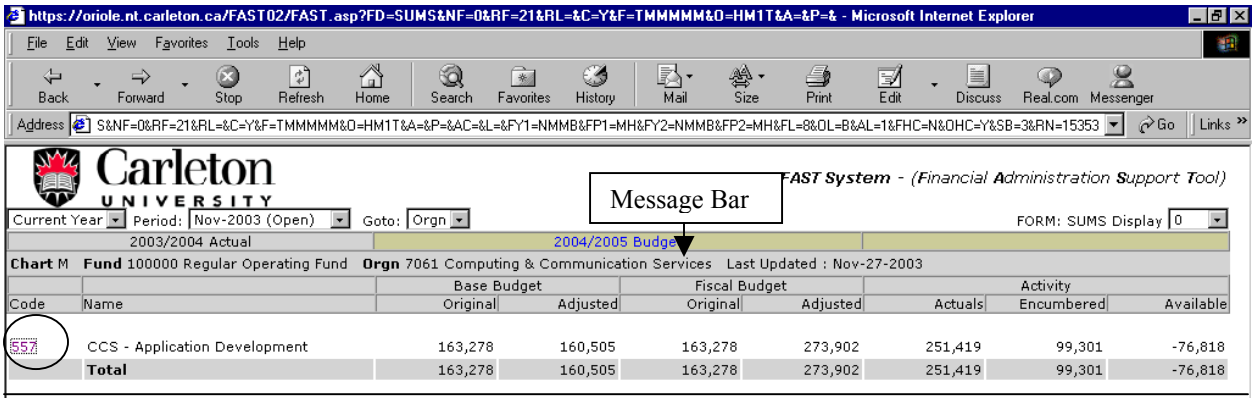

Actual and Budget Tabs
Message Bar
2003/2004 Actual
2004/2005 Budget
Chart M Fund 100000 Regular Operating Fund Last Updated : Nov-27-2003

Viewing the Actual and Budget numbers tells you whether you are **over-spent** or **under-spent** on your Budget. You can see the numbers for the whole department, or for one specific expense.

8.2 Message Bar

The message bar displays the **Fund, and Last Update in the above example.**

If you drill down to **Orgn in the Goto box,** the Message Bar will add the main or high-level Organization (CCS) in the display. The **Org** to which you have access is in the first column on the left.

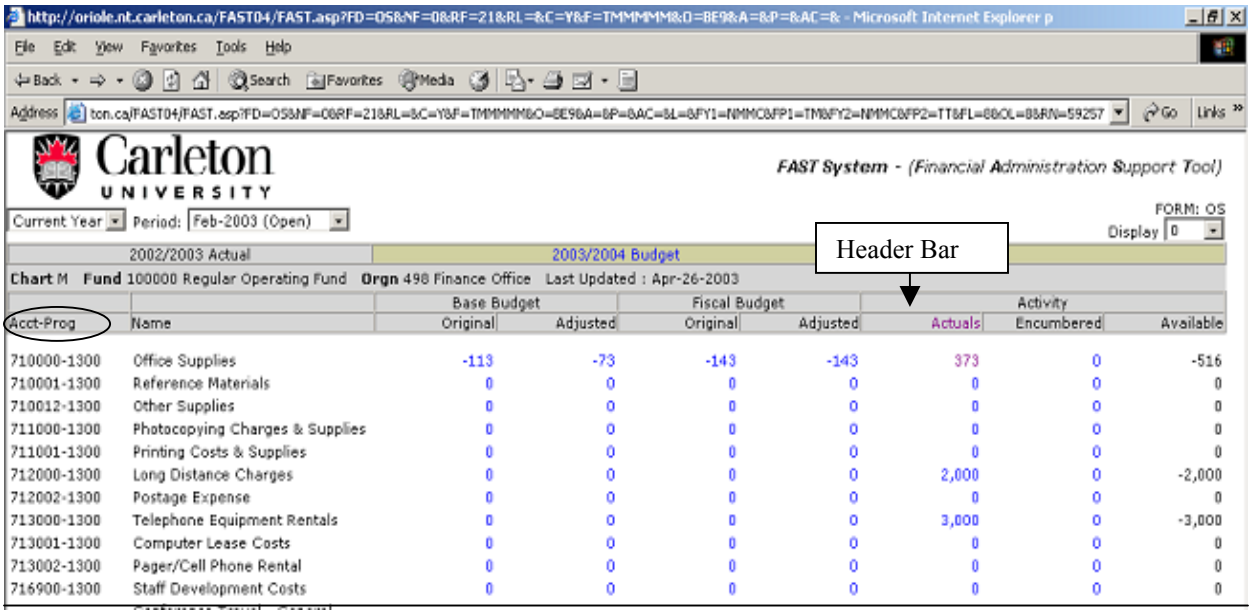


8.3 Header Bar

As the views in the Navigation Screen change, the **Header Bar** changes to provide descriptions for each column of data being viewed. In this view they are **Base Budget, Fiscal Budget, Activity**.

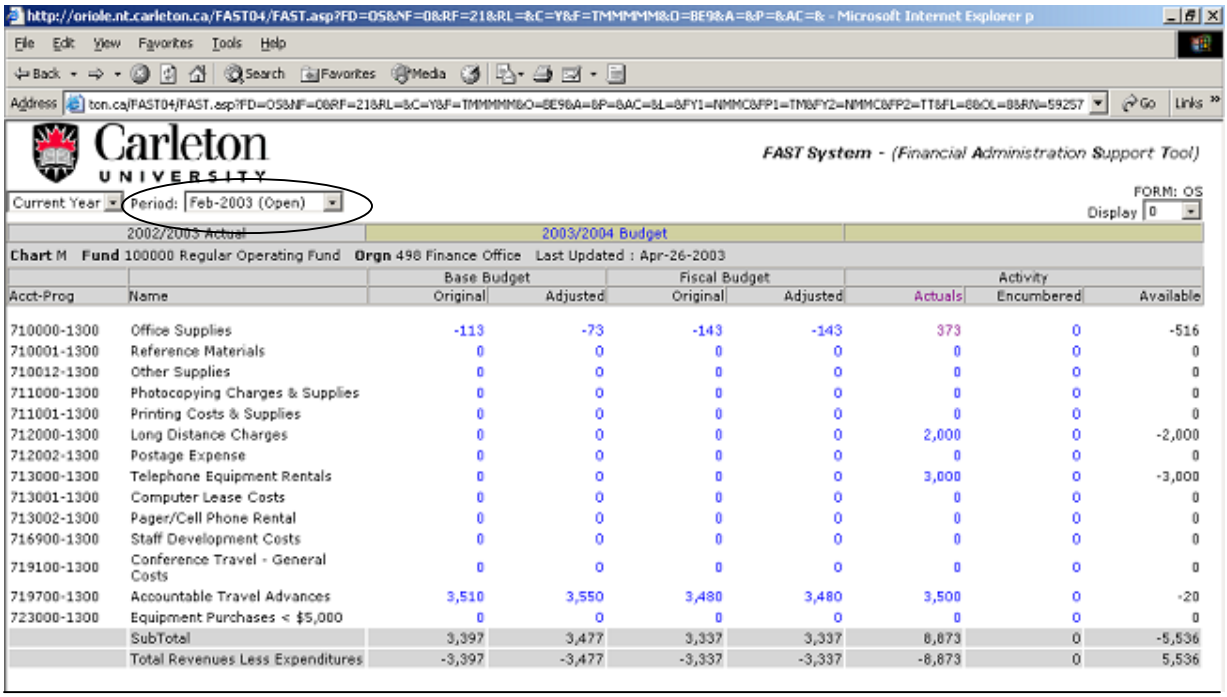
From this Main Navigation screen, a user can drill into the data by clicking on numbers that are highlighted in **blue.** As the user drills down into the data the **message bar** indicates the level of data being viewed.

The **Account and Program** Segments are in the left-hand column.


Header Bar
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Current Year Period: Feb-2003 (Open)
FORM: OS
Display 0
2002/2003 Actual
2003/2004 Budget
Chart M Fund 100000 Regular Operating Fund Orgn 498 Finance Office Last Updated : Apr-26-2003
Base Budget
Fiscal Budget
Activity
Acct-Prog
Name
Original
Adjusted
Original
Adjusted
Actuals
Encumbered
Available
710000-1300 Office Supplies -113 -73 -143 -143 373 0 -516
710001-1300 Reference Materials 0 0 0 0 0 0 0
710012-1300 Other Supplies 0 0 0 0 0 0 0
711000-1300 Photocopying Charges & Supplies 0 0 0 0 0 0 0
711001-1300 Printing Costs & Supplies 0 0 0 0 0 0 0
712000-1300 Long Distance Charges 0 0 0 0 2,000 0 -2,000
712002-1300 Postage Expense 0 0 0 0 0 0 0
713000-1300 Telephone Equipment Rentals 0 0 0 0 3,000 0 -3,000
713001-1300 Computer Lease Costs 0 0 0 0 0 0 0
713002-1300 Pager/Cell Phone Rental 0 0 0 0 0 0 0
716900-1300 Staff Development Costs 0 0 0 0 0 0 0

8.4 Period Selection

The **Reporting Period** can be selected here, using the drop down box. The box has all available closed and open periods. The dates are not restricted or dependent on Fiscal or Calendar Year ends. Therefore data from historical and current year-ends can be viewed and compared.

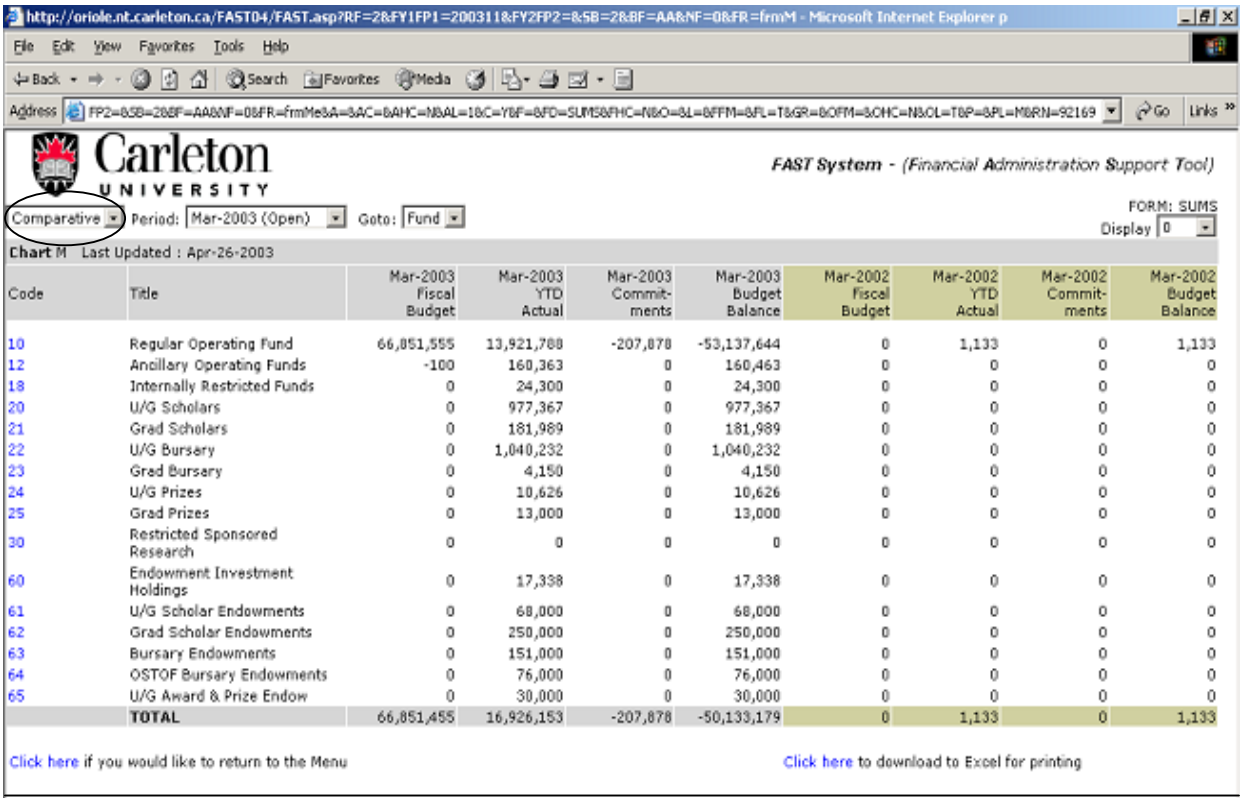

Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Current Year
Period: Feb-2003 (Open)
FORM: OS
Display 0
2002/2003 Actual
2003/2004 Budget
Chart M Fund 100000 Regular Operating Fund Orgn 498 Finance Office Last Updated : Apr-26-2003

		Base Budget		Fiscal Budget		Activity		
Acct-Prog	Name	Original	Adjusted	Original	Adjusted	Actuals	Encumbered	Available
710000-1300	Office Supplies	-113	-73	-143	-143	373	0	-516
710001-1300	Reference Materials	0	0	0	0	0	0	0
710012-1300	Other Supplies	0	0	0	0	0	0	0
711000-1300	Photocopying Charges & Supplies	0	0	0	0	0	0	0
711001-1300	Printing Costs & Supplies	0	0	0	0	0	0	0
712000-1300	Long Distance Charges	0	0	0	0	2,000	0	-2,000
712002-1300	Postage Expense	0	0	0	0	0	0	0
713000-1300	Telephone Equipment Rentals	0	0	0	0	3,000	0	-3,000
713001-1300	Computer Lease Costs	0	0	0	0	0	0	0
713002-1300	Pager/Cell Phone Rental	0	0	0	0	0	0	0
716900-1300	Staff Development Costs	0	0	0	0	0	0	0
719100-1300	Conference Travel - General Costs	0	0	0	0	0	0	0
719700-1300	Accountable Travel Advances	3,510	3,550	3,480	3,480	3,500	0	-20
723000-1300	Equipment Purchases < $5,000	0	0	0	0	0	0	0
	SubTotal	3,397	3,477	3,337	3,337	8,873	0	-5,536
	Total Revenues Less Expenditures	-3,397	-3,477	-3,337	-3,337	-8,873	0	5,536

8.5 Report Selection

FAST provides many views of the same data. The standard or default view is **Current Year**. That view displays year-to-date data for Base Budget, Fiscal Budget, Actual, and Encumbrances.

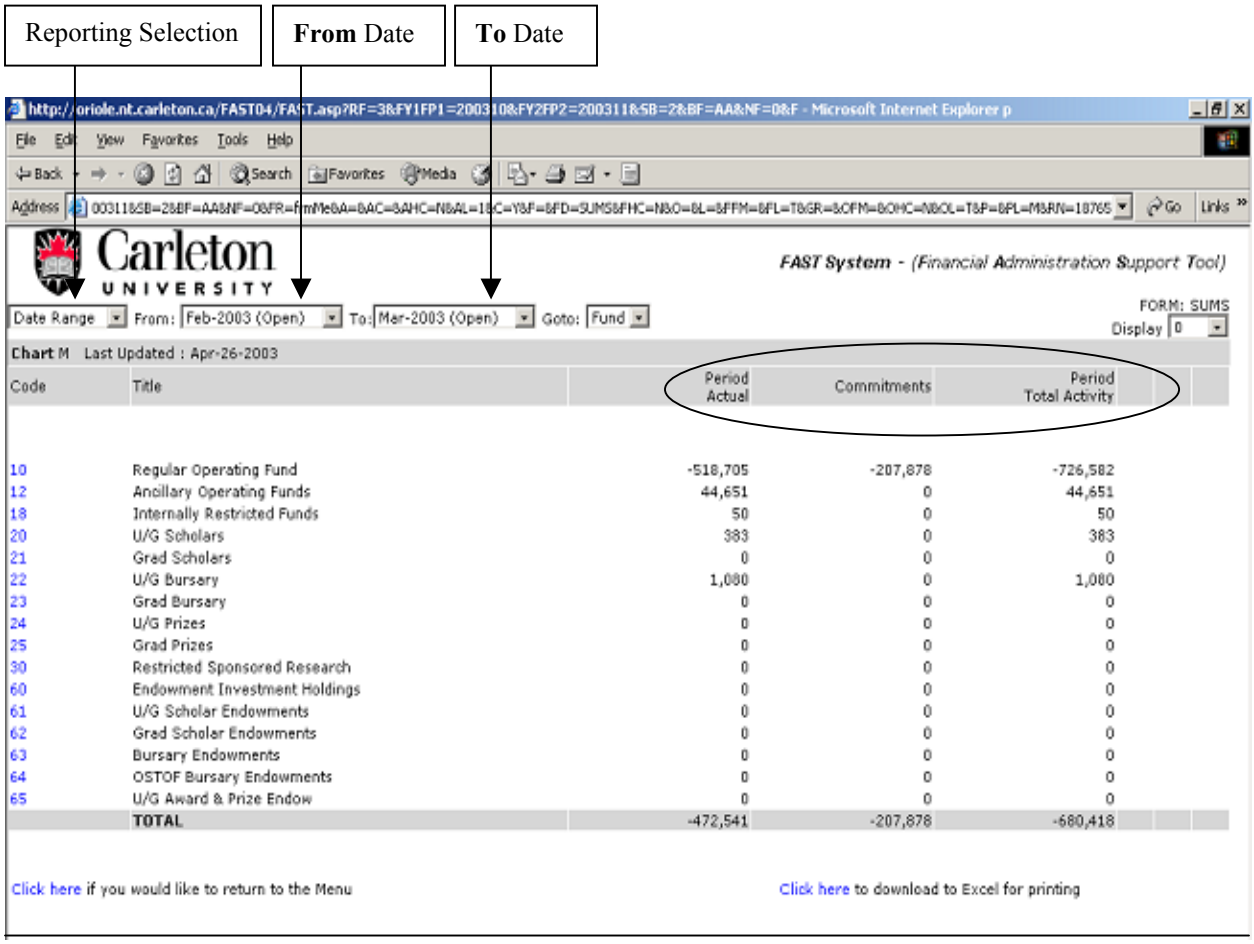
Below is a **comparative** view of the data. That is, the period selected versus the same period in the previous year. The columns in the Header Bar have changed and a comparison can be made from any date to the same date from the previous year. The date is selected using the period selection drop down box described above. The report is selected using the **Report Selection** drop down box**.**


http://oriole.nt.carleton.ca/FAST04/FAST.asp?RF=2&FY1FP1=200311&FY2FP2=&SB=2&BF=AA&NF=0&FR=frmM - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address FP2=&SB=2&BF=AA&NF=0&FR=frmMe3A=3AC=&AHC=N&AL=1&C=Y&F=&FD=SUMS&FHC=N&O=&L=&FFM=&FL=T&GR=&OFM=&CHC=N&OL=T&P=&PL=M&RN=92169
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Comparative Period: Mar-2003 (Open) Goto: Fund
FORM: SUMS
Display 0
Chart M Last Updated : Apr-26-2003
Code Title Mar-2003 Fiscal Budget Mar-2003 YTD Actual Mar-2003 Commit-ments Mar-2003 Budget Balance Mar-2002 Fiscal Budget Mar-2002 YTD Actual Mar-2002 Commit-ments Mar-2002 Budget Balance
10 Regular Operating Fund 66,851,555 13,921,788 -207,878 -53,137,644 0 1,133 0 1,133
12 Ancillary Operating Funds -100 160,363 0 160,463 0 0 0 0
18 Internally Restricted Funds 0 24,300 0 24,300 0 0 0 0
20 U/G Scholars 0 977,367 0 977,367 0 0 0 0
21 Grad Scholars 0 181,989 0 181,989 0 0 0 0
22 U/G Bursary 0 1,040,232 0 1,040,232 0 0 0 0
23 Grad Bursary 0 4,150 0 4,150 0 0 0 0
24 U/G Prizes 0 10,626 0 10,626 0 0 0 0
25 Grad Prizes 0 13,000 0 13,000 0 0 0 0
30 Restricted Sponsored Research 0 0 0 0 0 0 0 0
60 Endowment Investment Holdings 0 17,338 0 17,338 0 0 0 0
61 U/G Scholar Endowments 0 68,000 0 68,000 0 0 0 0
62 Grad Scholar Endowments 0 250,000 0 250,000 0 0 0 0
63 Bursary Endowments 0 151,000 0 151,000 0 0 0 0
64 OSTOF Bursary Endowments 0 76,000 0 76,000 0 0 0 0
65 U/G Award & Prize Endow 0 30,000 0 30,000 0 0 0 0
TOTAL 66,851,455 16,926,153 -207,878 -50,133,179 0 1,133 0 1,133
Click here if you would like to return to the Menu
Click here to download to Excel for printing

Notice the Column Headings in the Header Bar have changed. This is displaying a comparison for the month of March for 2003 vs 2002.

Date Range Report

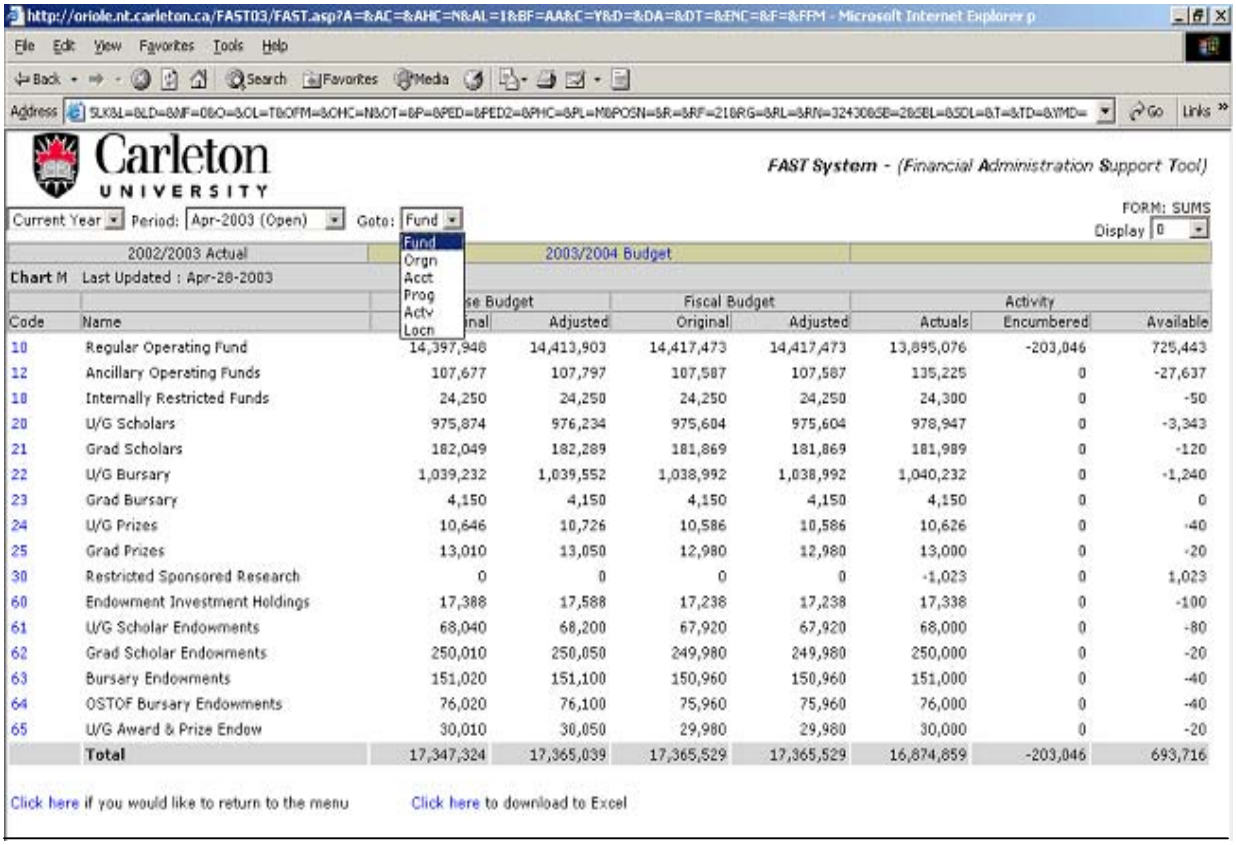
The **Date Range** report is used to view data between two points in time. Select **Date Range,** then select a **From** date and a **To** date using the period selection drop boxes. The columns in the Header Message bar will change and the **Period Actual, Commitments,** and **Period Total Activity** data between the specified dates is displayed. Dates that cross Fiscal or Calendar year ends can be selected.


Reporting Selection
From Date
To Date
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Date Range
From: Feb-2003 (Open)
To: Mar-2003 (Open)
Goto: Fund
FORM: SUMS
Display 0
Chart M Last Updated : Apr-26-2003
Code
Title
Period Actual
Commitments
Period Total Activity
10 Regular Operating Fund -518,705 -207,878 -726,582
12 Ancillary Operating Funds 44,651 0 44,651
18 Internally Restricted Funds 50 0 50
20 U/G Scholars 383 0 383
21 Grad Scholars 0 0 0
22 U/G Bursary 1,080 0 1,080
23 Grad Bursary 0 0 0
24 U/G Prizes 0 0 0
25 Grad Prizes 0 0 0
30 Restricted Sponsored Research 0 0 0
60 Endowment Investment Holdings 0 0 0
61 U/G Scholar Endowments 0 0 0
62 Grad Scholar Endowments 0 0 0
63 Bursary Endowments 0 0 0
64 OSTOF Bursary Endowments 0 0 0
65 U/G Award & Prize Endow 0 0 0
TOTAL -472,541 -207,878 -680,418
Click here if you would like to return to the Menu
Click here to download to Excel for printing

If you wish to view by **month, the "from" and "to" will be the same.**

8.6 Goto Drop Down Menu

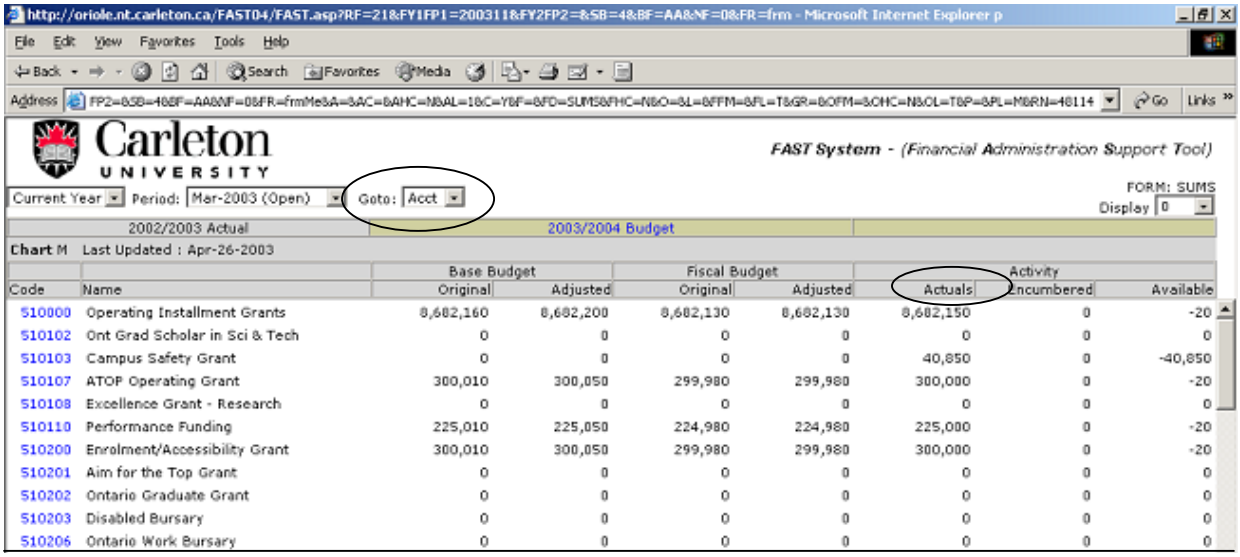
If a FOAPAL element was not selected in the main menu, the default view in the Navigation Screen will display data by **Fund**. This can be changed using the **Goto** drop down selection box. This will display a menu of the FOAPAL elements, Fund, Org, Account, Program, Activity and Location. Selecting one of the FOAPAL element options will change the view to the selected element. **Because most administrators will only have access to one Fund, the Operating Fund, the view displayed will default to Organization summaries.**



This screen shot shows **many** funds. That is because this particular user has access to multiple funds.

If you only have one fund; ie, 100000, you will go right to your Organization/s.

View with "Account" Element



FAST System - (Financial Administration Support Tool)

Current Year | Period: Mar-2003 (Open) | Goto: Acct | FORM: SUMS Display 0

2002/2003 Actual | 2003/2004 Budget

Chart M Last Updated : Apr-26-2003

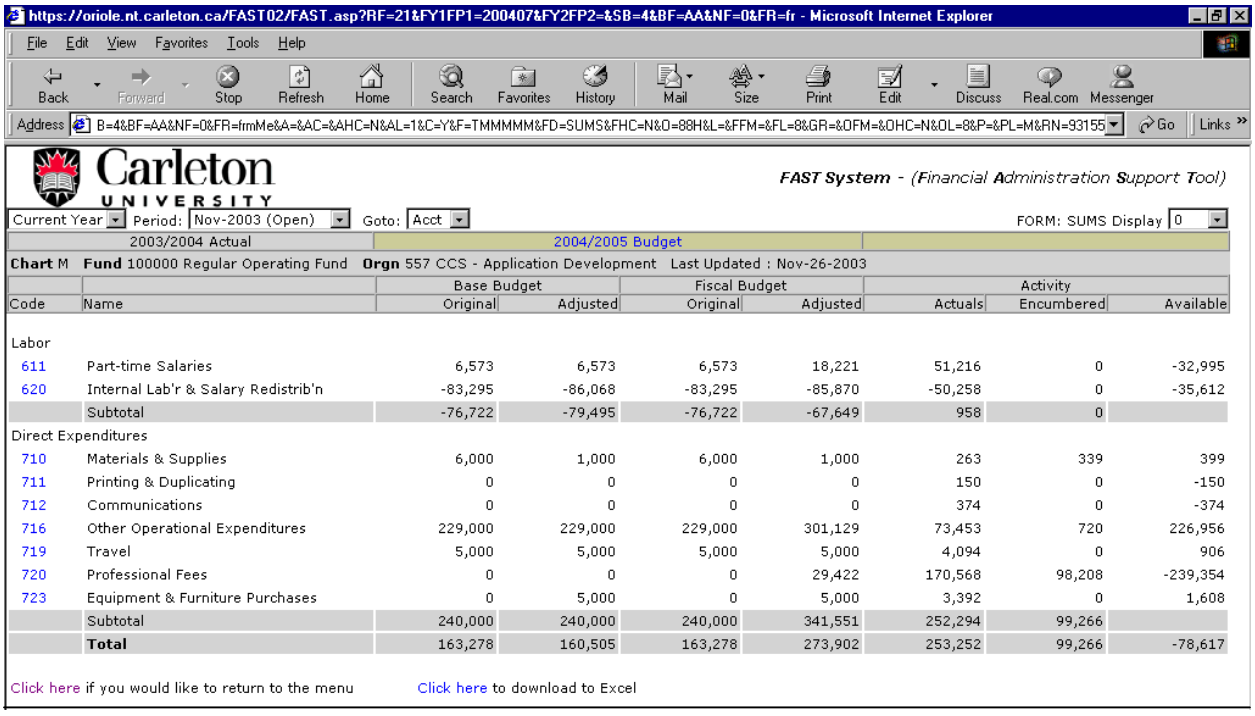
Code	Name	Base Budget Original	Base Budget Adjusted	Fiscal Budget Original	Fiscal Budget Adjusted	Activity Actuals	Activity Encumbered	Activity Available
510000	Operating Installment Grants	8,682,160	8,682,200	8,682,130	8,682,130	8,682,150	0	-20
510102	Ont Grad Scholar in Sci & Tech	0	0	0	0	0	0	0
510103	Campus Safety Grant	0	0	0	0	40,850	0	-40,850
510107	ATOP Operating Grant	300,010	300,050	299,980	299,980	300,000	0	-20
510108	Excellence Grant - Research	0	0	0	0	0	0	0
510110	Performance Funding	225,010	225,050	224,980	224,980	225,000	0	-20
510200	Enrolment/Accessibility Grant	300,010	300,050	299,980	299,980	300,000	0	-20
510201	Aim for the Top Grant	0	0	0	0	0	0	0
510202	Ontario Graduate Grant	0	0	0	0	0	0	0
510203	Disabled Bursary	0	0	0	0	0	0	0
510206	Ontario Work Bursary	0	0	0	0	0	0	0

Drilling Down on Data

There are many layers to Banner data, starting from a high level Fund overview down to a **specific transaction**. Drill down on any number **in blue**, to view the **lowest transaction level**.

Click on the **Actuals** (in blue) column circled above.

This information can also be displayed at a **high level**. If you input the Fund and Organization you would like to view on the Main Menu, selecting the Account view will summarize the data as follows:



FAST System - (Financial Administration Support Tool)

Current Year | Period: Nov-2003 (Open) | Goto: Acct | FORM: SUMS Display 0

2003/2004 Actual | 2004/2005 Budget

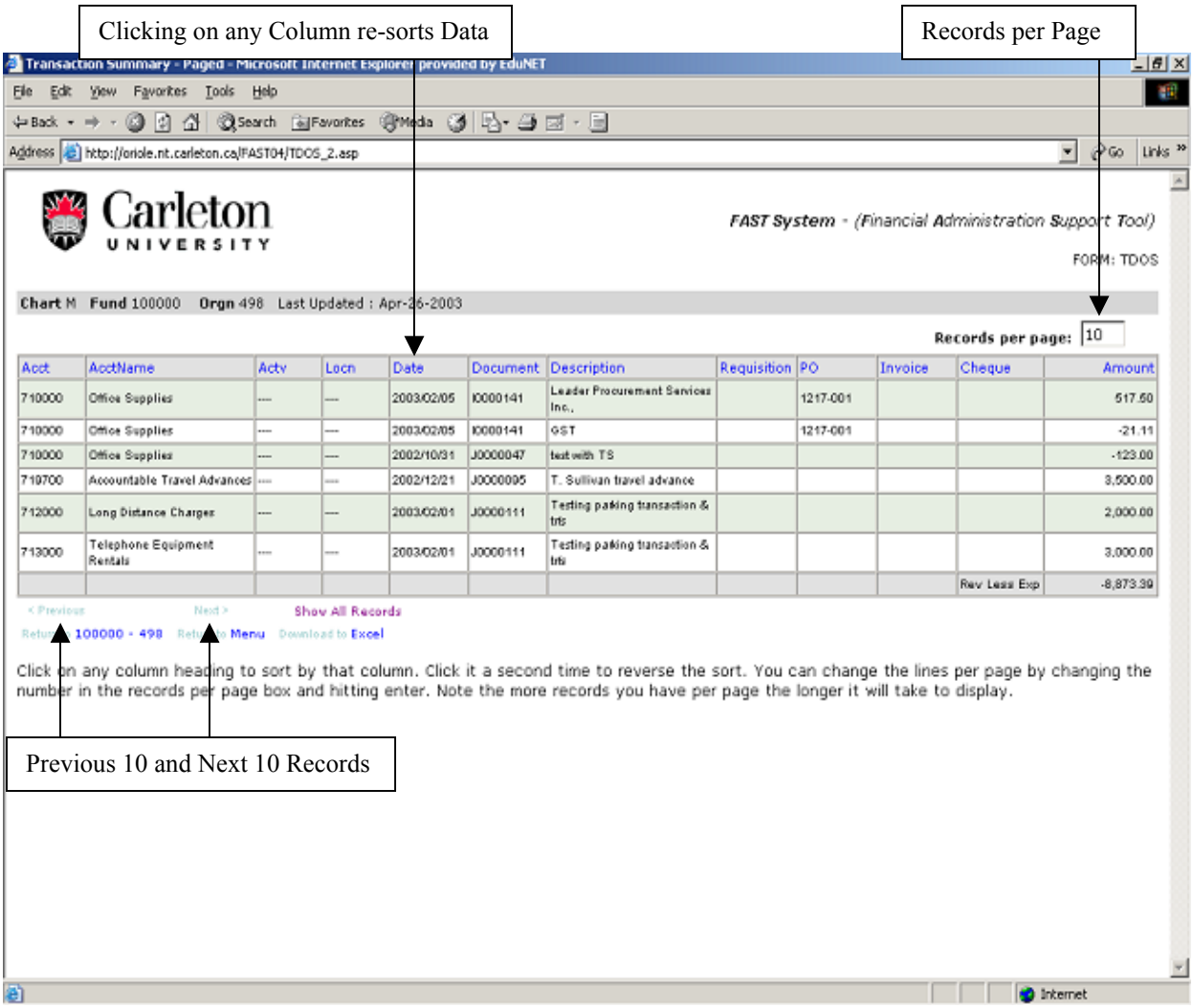
Chart M **Fund** 100000 Regular Operating Fund **Orgn** 557 CCS - Application Development Last Updated : Nov-26-2003

Code	Name	Base Budget Original	Base Budget Adjusted	Fiscal Budget Original	Fiscal Budget Adjusted	Activity Actuals	Activity Encumbered	Activity Available
Labor								
611	Part-time Salaries	6,573	6,573	6,573	18,221	51,216	0	-32,995
620	Internal Lab'r & Salary Redistrib'n	-83,295	-86,068	-83,295	-85,870	-50,258	0	-35,612
	Subtotal	-76,722	-79,495	-76,722	-67,649	958	0	
Direct Expenditures								
710	Materials & Supplies	6,000	1,000	6,000	1,000	263	339	399
711	Printing & Duplicating	0	0	0	0	150	0	-150
712	Communications	0	0	0	0	374	0	-374
716	Other Operational Expenditures	229,000	229,000	229,000	301,129	73,453	720	226,956
719	Travel	5,000	5,000	5,000	5,000	4,094	0	906
720	Professional Fees	0	0	0	29,422	170,568	98,208	-239,354
723	Equipment & Furniture Purchases	0	5,000	0	5,000	3,392	0	1,608
	Subtotal	240,000	240,000	240,000	341,551	252,294	99,266	
	Total	163,278	160,505	163,278	273,902	253,252	99,266	-78,617

Click here if you would like to return to the menu Click here to download to Excel

8.7 Transaction Level View

This view gives all the details of the expense: Account # and Name, Date of Purchase, Description, PO #, Invoice #, Cheque #, Amount Paid.


Clicking on any Column re-sorts Data
Records per Page
Previous 10 and Next 10 Records
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM: TDOS
Chart M Fund 100000 Orgn 498 Last Updated : Apr-26-2003
Records per page: 10
Show All Records
Click on any column heading to sort by that column. Click it a second time to reverse the sort. You can change the lines per page by changing the number in the records per page box and hitting enter. Note the more records you have per page the longer it will take to display.

Acct	AcctName	Actv	Locn	Date	Document	Description	Requisition	PO	Invoice	Cheque	Amount
710000	Office Supplies	---	---	2003/02/05	I0000141	Leader Procurement Services Inc.,		1217-001			517.50
710000	Office Supplies	---	---	2003/02/05	I0000141	GST		1217-001			-21.11
710000	Office Supplies	---	---	2002/10/31	J0000047	test with TS					-123.00
719700	Accountable Travel Advances	---	---	2002/12/21	J0000095	T. Sullivan travel advance					3,500.00
712000	Long Distance Charges	---	---	2003/02/01	J0000111	Testing parking transaction & tris					2,000.00
713000	Telephone Equipment Rentals	---	---	2003/02/01	J0000111	Testing parking transaction & tris					3,000.00
										Rev Less Exp	-8,873.39

Sorting

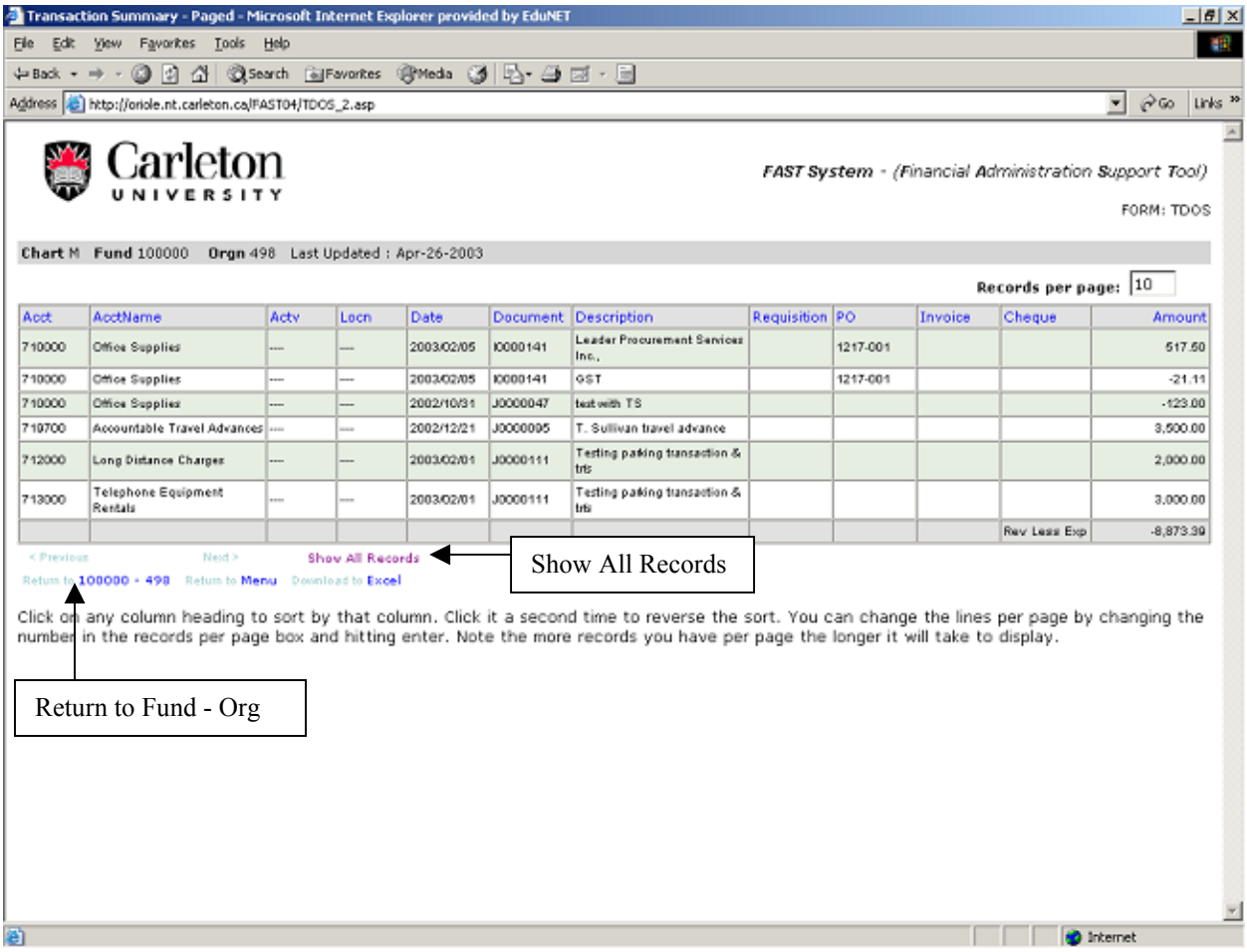
To sort the data, click on the column you wish to sort. The data can be sorted in either ascending or descending order by re-clicking on the column.

Records per Page

You can set the number of transaction displayed per page in the **Records per page:** box on the right-hand side of the screen.

Viewing All Transaction Records

The default display is 10 records per page but all records can be displayed by clicking on the **Show All Records.**

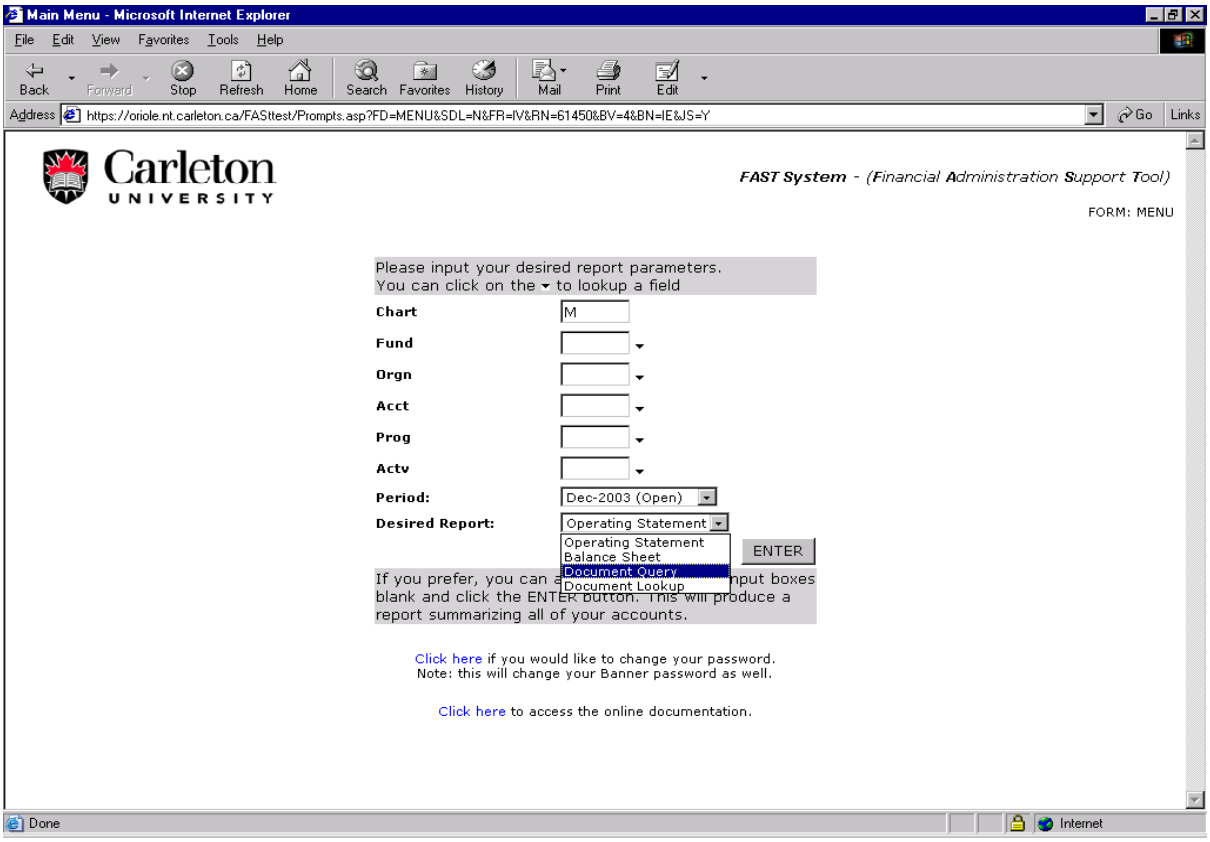

Transaction Summary - Paged - Microsoft Internet Explorer provided by EduNET
http://oriole.nt.carleton.ca/FAST04/TDOS_2.asp
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM: TDOS
Chart M Fund 100000 Orgn 498 Last Updated : Apr-26-2003
Records per page: 10
Acct | AcctName | Actv | Locn | Date | Document | Description | Requisition | PO | Invoice | Cheque | Amount
710000 | Office Supplies | --- | --- | 2003/02/05 | I0000141 | Leader Procurement Services Inc., | | 1217-001 | | | 517.50
710000 | Office Supplies | --- | --- | 2003/02/05 | I0000141 | GST | | 1217-001 | | | -21.11
710000 | Office Supplies | --- | --- | 2002/10/31 | J0000047 | test with TS | | | | | -123.00
719700 | Accountable Travel Advances | --- | --- | 2002/12/21 | J0000095 | T. Sullivan travel advance | | | | | 3,500.00
712000 | Long Distance Charges | --- | --- | 2003/02/01 | J0000111 | Testing parking transaction & trfs | | | | | 2,000.00
713000 | Telephone Equipment Rentals | --- | --- | 2003/02/01 | J0000111 | Testing parking transaction & trfs | | | | | 3,000.00
Rev Less Exp -8,873.39
< Previous Next > Show All Records
Return to 100000 - 498 Return to Menu Download to Excel
Show All Records
Click on any column heading to sort by that column. Click it a second time to reverse the sort. You can change the lines per page by changing the number in the records per page box and hitting enter. Note the more records you have per page the longer it will take to display.
Return to Fund - Org
Internet

Once all records are displayed, download the detail into an Excel spreadsheet by clicking on **Download to Excel**.

8.8 Document Query and Document Look-up

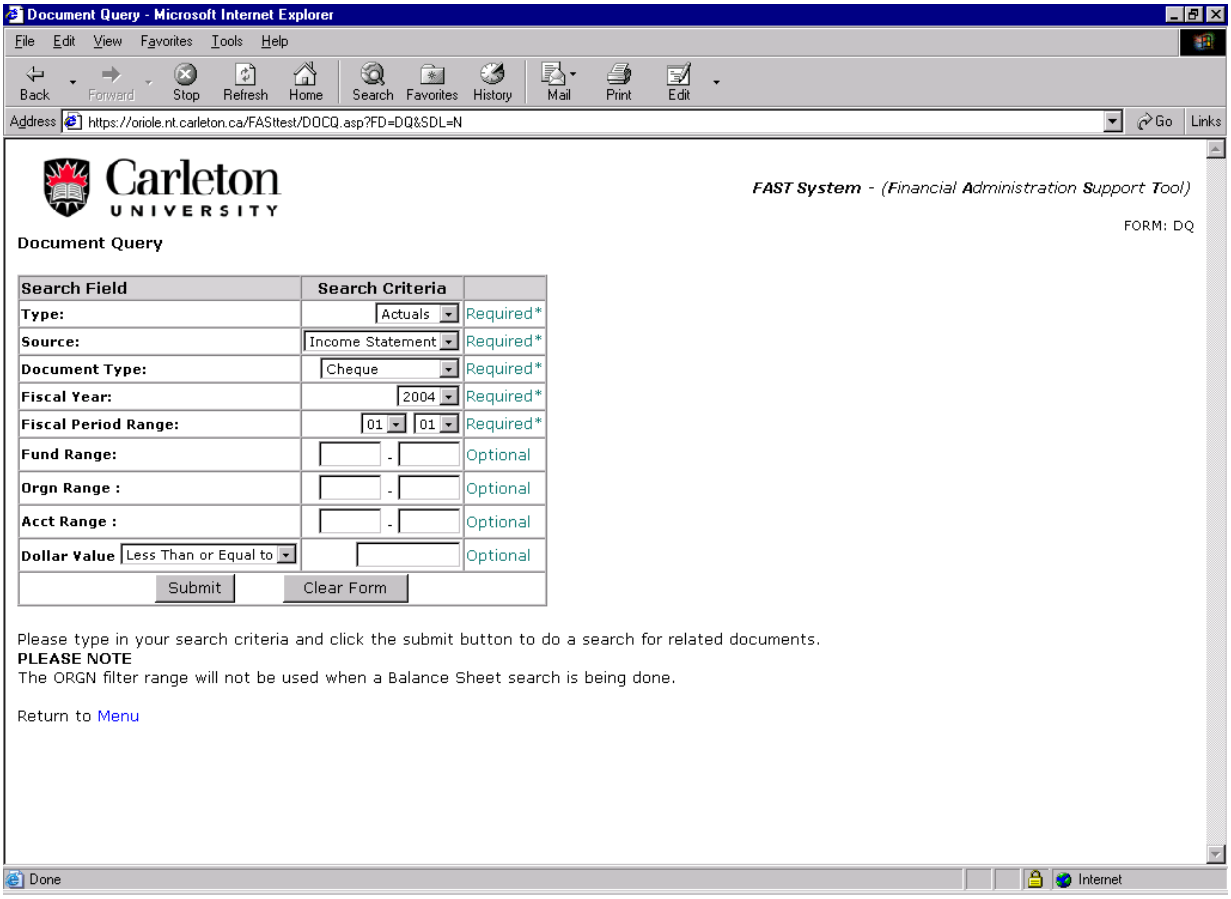
The Document Query and Lookup features on the **Main Menu** under **Desired Report** allow you to search for documents:

- **Document Query** allows you to search by selecting certain criteria like document type, account ranges, amount ranges when you do not know the exact Banner document number or other reference number.
- **Document Lookup** allows you to specify the exact Banner document number or other reference number; e.g., ICB, Journal or Invoice No., to find where a document has been charged.



Document Query

Go to the Main Menu, Desired Report, and select Document Query. The screen below will open.


Document Query - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit
Address https://oriole.nt.carleton.ca/FASttest/DOCQ.asp?FD=DQ&SDL=N
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM: DQ
Document Query
Search Field
Search Criteria
Type: Actuals Required*
Source: Income Statement Required*
Document Type: Cheque Required*
Fiscal Year: 2004 Required*
Fiscal Period Range: 01 01 Required*
Fund Range: Optional
Orgn Range : Optional
Acct Range : Optional
Dollar Value Less Than or Equal to Optional
Submit
Clear Form
Please type in your search criteria and click the submit button to do a search for related documents.
PLEASE NOTE
The ORGN filter range will not be used when a Balance Sheet search is being done.
Return to Menu
Done
Internet

Fill in the **Required** criteria as indicated on the screen:

- Type: Actual or Budget
- Source: Income Statement or Balance Sheet
- Document Type: Cheque, Invoice, Journal (includes ICBs, P-cards, any feed document from the Student, Alumni or HR systems), PO or Requisition.
- Fiscal Year: 2004 would indicate the entire 2003-2004 year.
- Fiscal Period Range: May is period 01, April is period 12.

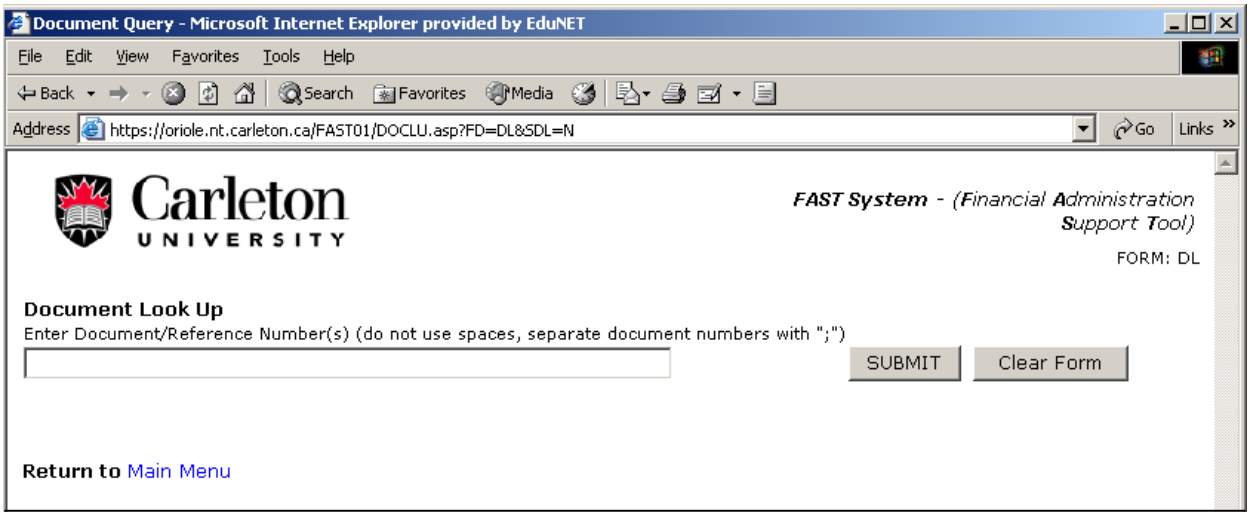
Fill in Optional fields to narrow the search:

- Fund Range: The Fund codes that may have been charged on the document
- Orgn Range: Your Orgn code – if you have multiple Orgns, enter a "from" and "to" codes and the system will search within that range
- Acct Range: Search within a range or single account code such as **710000** (supplies). If you enter 710000 in both fields, only documents that were posted to 710000 will be searched. If left blank, all combinations of Account codes will be searched.
- Dollar Value: Searches by dollar amount. If you do not know the exact amount "Equal To", you can search by "Less Than or Equal To", and "Greater Than".

Document Lookup

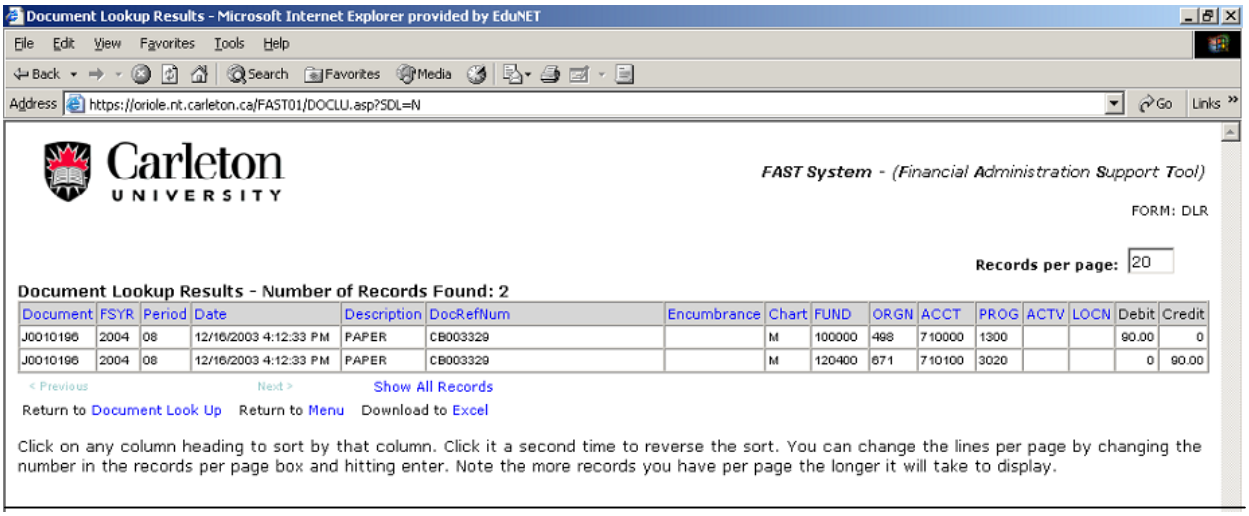
Once a document or reference number has been found using Document Query, the debits and credits that make up the transaction can be displayed using Document Lookup.

From the Main Menu select **Document Lookup** from the **Desired Report** box. The following screen will open.


Document Query - Microsoft Internet Explorer provided by EduNET
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://oriole.nt.carleton.ca/FAST01/DOCLU.asp?FD=DL&SDL=N
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM: DL
Document Look Up
Enter Document/Reference Number(s) (do not use spaces, separate document numbers with ";")
SUBMIT
Clear Form
Return to Main Menu

Enter Document/Reference Number(s) in the entry box. You can enter multiple documents by using a semicolon ";" to separate the document numbers. The note on the screen tells you not to use spaces. Click the SUBMIT button to execute the query.

A screen similar to the one below will open.


Document Lookup Results - Microsoft Internet Explorer provided by EduNET
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://oriole.nt.carleton.ca/FAST01/DOCLU.asp?SDL=N
Go Links
Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
FORM: DLR
Records per page: 20
Document Lookup Results - Number of Records Found: 2
Document FSYR Period Date Description DocRefNum Encumbrance Chart FUND ORGN ACCT PROG ACTV LOCN Debit Credit
J0010196 2004 08 12/16/2003 4:12:33 PM PAPER CB003329 M 100000 498 710000 1300 90.00 0
J0010196 2004 08 12/16/2003 4:12:33 PM PAPER CB003329 M 120400 671 710100 3020 0 90.00
< Previous Next > Show All Records
Return to Document Look Up Return to Menu Download to Excel
Click on any column heading to sort by that column. Click it a second time to reverse the sort. You can change the lines per page by changing the number in the records per page box and hitting enter. Note the more records you have per page the longer it will take to display.

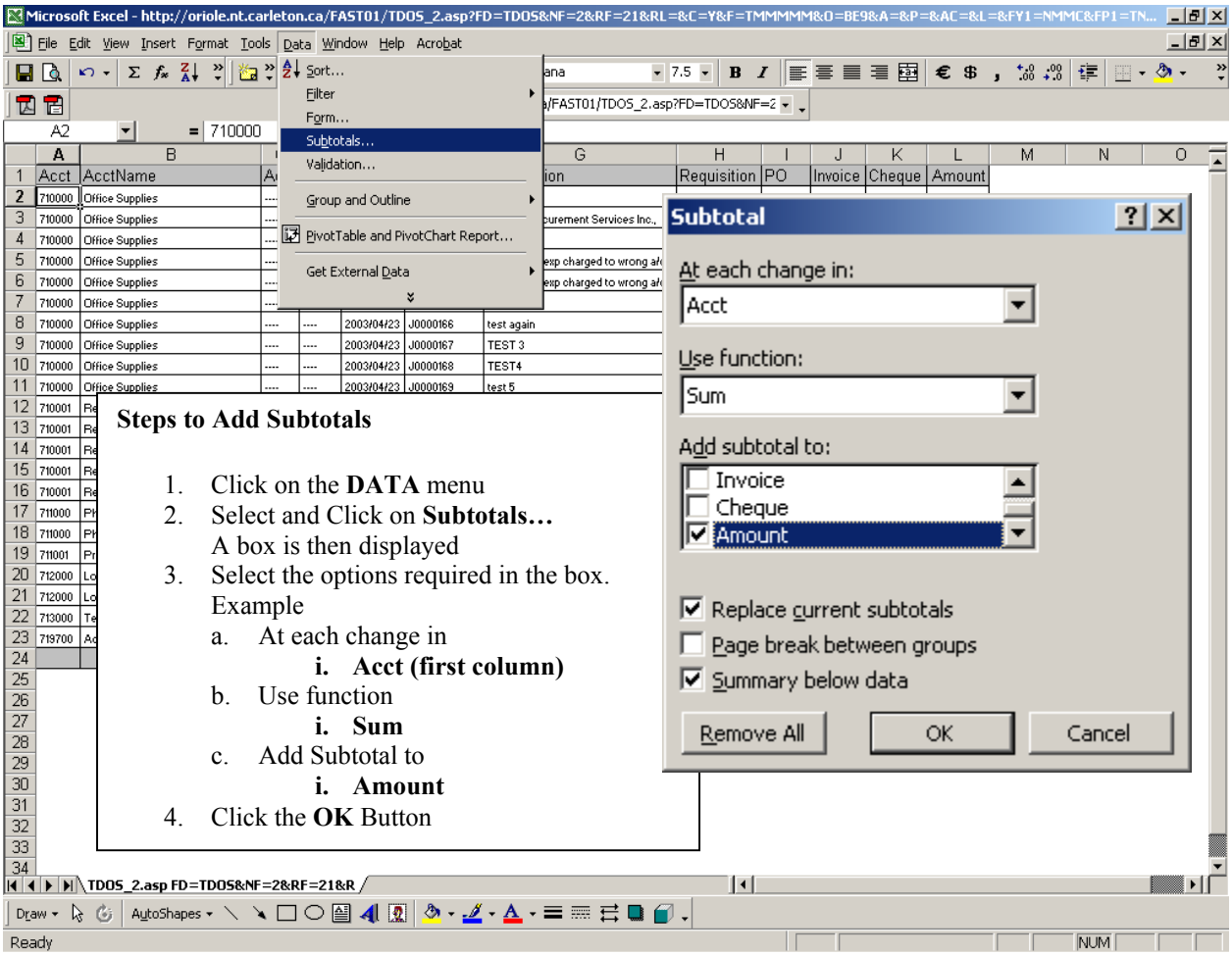
Clicking on the **blue** titles in the Title Bar will re-sort the query based on the column title selected.

9.0 Downloading to Excel

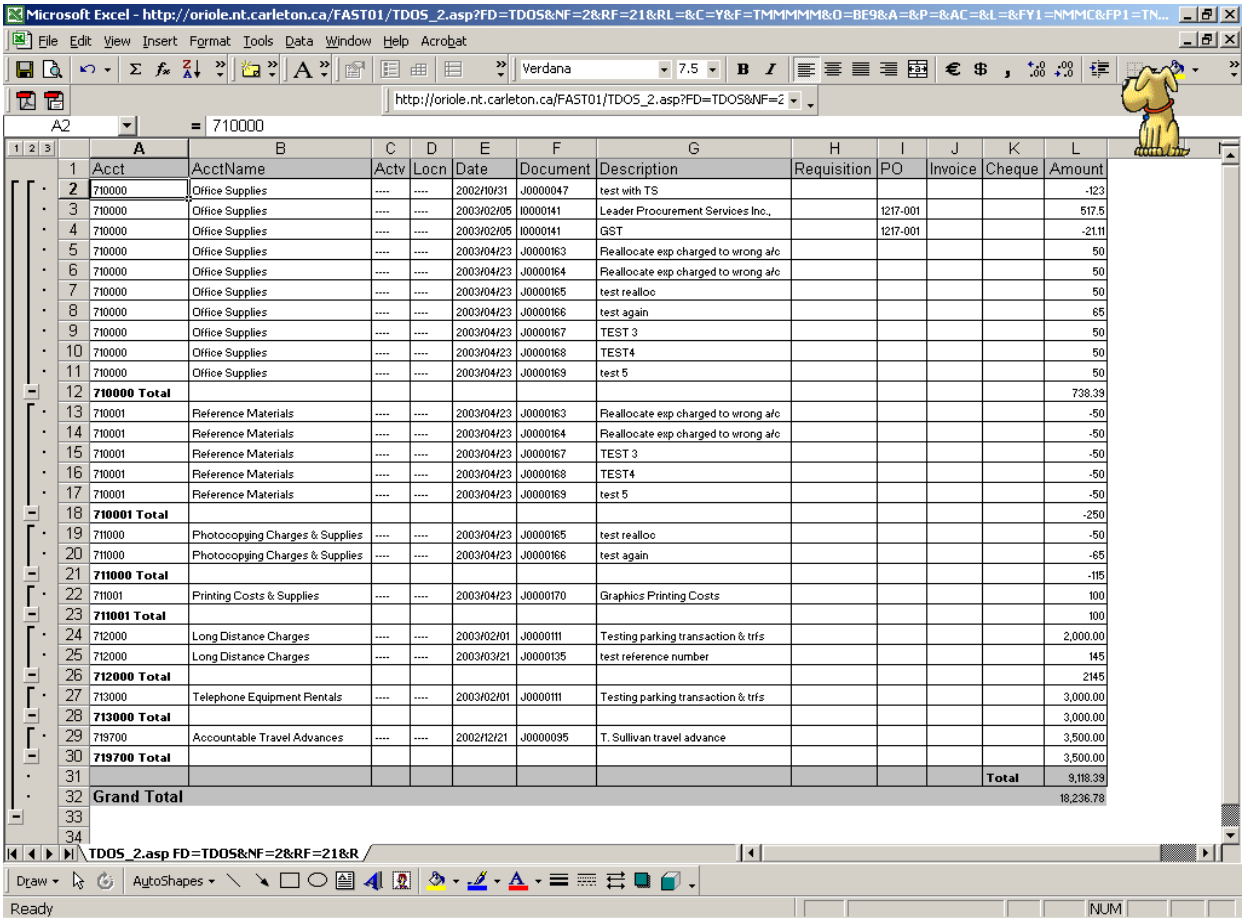
There are times when you need to manipulate the data in ways other than what is presented in FAST. You can download to Excel by clicking on the **Click here to download to Excel** located at the bottom of most forms. This will execute Excel and download your data. However, formulas such as sub-totals, totals are downloaded as **values not formulas**. These can be restored in Excel.

Save the file in a directory and re-open it using Excel.
Select the entire spreadsheet by clicking on the upper left-hand corner cell at the intersection of the Columns and Rows.
Follow the steps below to add subtotals.

Adding Subtotals in Excel



Following the options above would give a line break at every change in account with a grand total at the bottom.



Microsoft Excel - http://oriole.nt.carleton.ca/FAST01/TDOS_2.asp?FD=TDOS&NF=2&RF=21&RL=&C=Y&F=TMMMMM&O=BE9&A=&P=&AC=&L=&FY1=NMMC&FP1=TN...

File Edit View Insert Format Tools Data Window Help Acrobat

Verdana 7.5

http://oriole.nt.carleton.ca/FAST01/TDOS_2.asp?FD=TDOS&NF=2

A2 = 710000

	A	B	C	D	E	F	G	H	I	J	K	L
1	Acct	AcctName	Actv	Locn	Date	Document	Description	Requisition	PO	Invoice	Cheque	Amount
2	710000	Office Supplies	----	----	2002/10/31	J0000047	test with TS					-123
3	710000	Office Supplies	----	----	2003/02/05	I0000141	Leader Procurement Services Inc.,		1217-001			517.5
4	710000	Office Supplies	----	----	2003/02/05	I0000141	GST		1217-001			-21.11
5	710000	Office Supplies	----	----	2003/04/23	J0000163	Reallocate exp charged to wrong a/c					50
6	710000	Office Supplies	----	----	2003/04/23	J0000164	Reallocate exp charged to wrong a/c					50
7	710000	Office Supplies	----	----	2003/04/23	J0000165	test realloc					50
8	710000	Office Supplies	----	----	2003/04/23	J0000166	test again					65
9	710000	Office Supplies	----	----	2003/04/23	J0000167	TEST 3					50
10	710000	Office Supplies	----	----	2003/04/23	J0000168	TEST4					50
11	710000	Office Supplies	----	----	2003/04/23	J0000169	test 5					50
12	**710000 Total**											738.39
13	710001	Reference Materials	----	----	2003/04/23	J0000163	Reallocate exp charged to wrong a/c					-50
14	710001	Reference Materials	----	----	2003/04/23	J0000164	Reallocate exp charged to wrong a/c					-50
15	710001	Reference Materials	----	----	2003/04/23	J0000167	TEST 3					-50
16	710001	Reference Materials	----	----	2003/04/23	J0000168	TEST4					-50
17	710001	Reference Materials	----	----	2003/04/23	J0000169	test 5					-50
18	**710001 Total**											-250
19	711000	Photocopying Charges & Supplies	----	----	2003/04/23	J0000165	test realloc					-50
20	711000	Photocopying Charges & Supplies	----	----	2003/04/23	J0000166	test again					-65
21	**711000 Total**											-115
22	711001	Printing Costs & Supplies	----	----	2003/04/23	J0000170	Graphics Printing Costs					100
23	**711001 Total**											100
24	712000	Long Distance Charges	----	----	2003/02/01	J0000111	Testing parking transaction & trfs					2,000.00
25	712000	Long Distance Charges	----	----	2003/03/21	J0000135	test reference number					145
26	**712000 Total**											2145
27	713000	Telephone Equipment Rentals	----	----	2003/02/01	J0000111	Testing parking transaction & trfs					3,000.00
28	**713000 Total**											3,000.00
29	719700	Accountable Travel Advances	----	----	2002/12/21	J0000095	T. Sullivan travel advance					3,500.00
30	**719700 Total**											3,500.00
31											**Total**	9,118.39
32	**Grand Total**											18,236.78
33												
34												

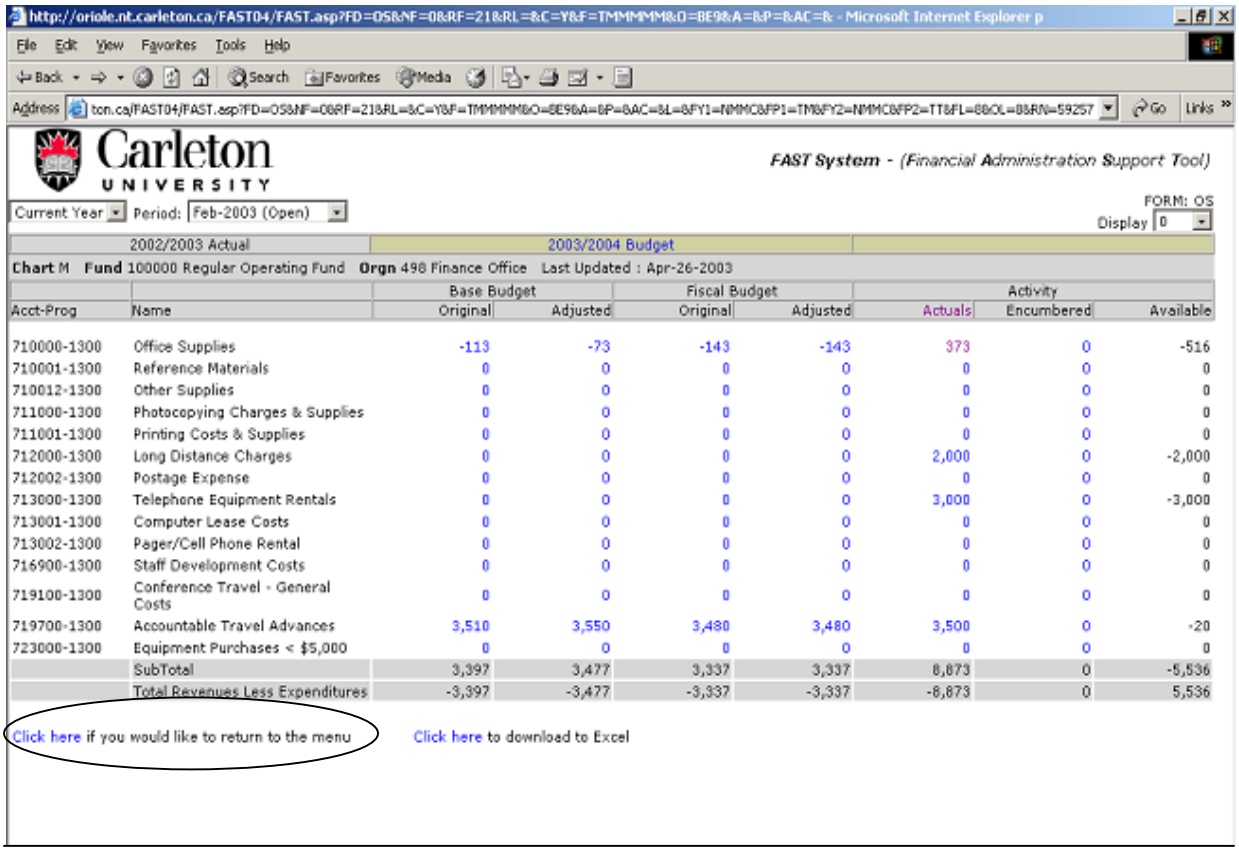
TDOS_2.asp FD=TDOS&NF=2&RF=21&R

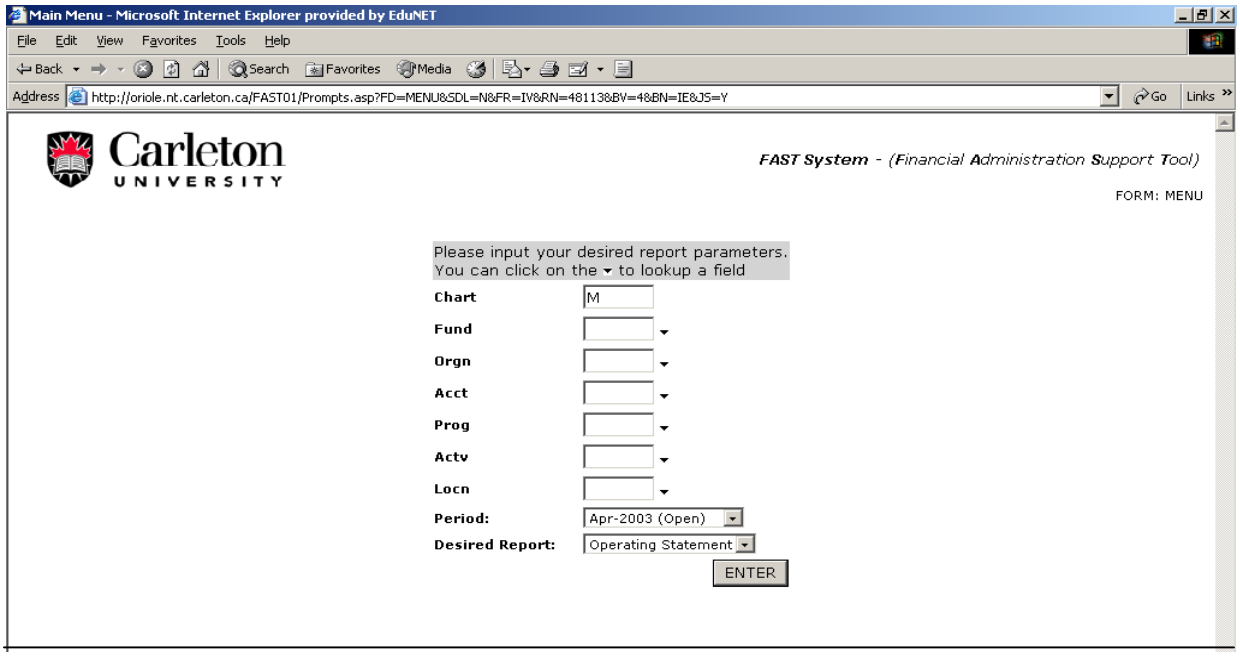
Draw AutoShapes

Ready NUM

10.0 Back to the Main Menu

After drilling down and changing views a number of times the user may wish to restart the session. To get back to the Main Menu click on **Click here if you would like to return to the menu** located on the bottom left-hand side of the report.


Carleton UNIVERSITY
FAST System - (Financial Administration Support Tool)
Current Year Period: Feb-2003 (Open)
FORM: OS
Display 0
2002/2003 Actual
2003/2004 Budget
Chart M Fund 100000 Regular Operating Fund Orgn 498 Finance Office Last Updated : Apr-26-2003
Base Budget
Fiscal Budget
Activity
Acct-Prog Name Original Adjusted Original Adjusted Actuals Encumbered Available
710000-1300 Office Supplies -113 -73 -143 -143 373 0 -516
710001-1300 Reference Materials 0 0 0 0 0 0 0
710012-1300 Other Supplies 0 0 0 0 0 0 0
711000-1300 Photocopying Charges & Supplies 0 0 0 0 0 0 0
711001-1300 Printing Costs & Supplies 0 0 0 0 0 0 0
712000-1300 Long Distance Charges 0 0 0 0 2,000 0 -2,000
712002-1300 Postage Expense 0 0 0 0 0 0 0
713000-1300 Telephone Equipment Rentals 0 0 0 0 3,000 0 -3,000
713001-1300 Computer Lease Costs 0 0 0 0 0 0 0
713002-1300 Pager/Cell Phone Rental 0 0 0 0 0 0 0
716900-1300 Staff Development Costs 0 0 0 0 0 0 0
719100-1300 Conference Travel - General Costs 0 0 0 0 0 0 0
719700-1300 Accountable Travel Advances 3,510 3,550 3,480 3,480 3,500 0 -20
723000-1300 Equipment Purchases < $5,000 0 0 0 0 0 0 0
SubTotal 3,397 3,477 3,337 3,337 8,873 0 -5,536
Total Revenues Less Expenditures -3,397 -3,477 -3,337 -3,337 -8,873 0 5,536
Click here if you would like to return to the menu
Click here to download to Excel



APPENDIX A: BANNER FORMS NAMING CONVENTION

Position 1 identifies the primary system owning the form, report, job, or table.	**A** Alumni/Development	**L** Occupational Tax/License	**U** Utilities
	B Property Tax	**N** Position Control	**V** Voice Response
	C Courts	**O** Customer Contact	**X** Records Indexing
	D Cash Drawer	**P** HR/Payroll/Personnel	**W** Reserved for client **Y** applications that co-**Z** exist with Banner 2000
	F Finance	**Q** Electronic Work Queue	
	G General	**R** Financial Aid	
	I Information Access	**S** Student	
	K Work Management	**T** Accounts Receivable	

Position 2 identifies the module owning the form, report, job, or table.	**General (G))**	**Student (S)**	**Finance (F)**
	E Event Management	**A** Admissions	**A** Accounts Payable
	J Job Submission	**C** Catalog	**B** Budget Development
	L Letter Generation	**E** Support Services	**C** Cost Accounting
	O Overall	**F** Registration/Fee Assessment	**E** Electronic Data Interchange
	P Purge	**G** General Student	**F** Fixed Assets
	S Security	**H** Grades/Academic History	**G** General Ledger
	T Validation form/table	**I** Faculty Load	**I** Investment Management
	U Utility	**K** Reserved for SCT Intl.-UK	**O** Operations
	X Cross product	**L** Location Management	**P** Purchasing/Procurement
	Accounts Receivable (T)	**M** CAPP	**R** Research Accounting
	F Finance Accounts Receivable	**O** Overall	**S** Stores Inventory
	G General Accounts Receivable	**P** Person	**T** Validation form/table
	O Overall	**R** Recruiting	**U** Utility
	S Student Accounts Receivable	**S** Schedule	**X** Archive/Purge
	T Validation form/table	**T** Validation form/table	
	U Utility	**U** Utility	
	Financial Aid (R)	**HR/Payroll/Personnel (P)** **Position Control (N)**	**Alumni/Development (A)**
	B Budgeting	**A** Application	**A** Membership
	C Record Creation	**B** Budget	**D** Designation
	E Electronic Data Exchange	**C** COBRA	**E** Event Management
	F Funds Management	**D** Benefit/Deductions	**F** Campaign
	H History and Transcripts	**E** Employee	**G** Pledge and Gift/Pledge Payment
	J Student Employment	**H** Time Reporting/History	
	L Logging	**O** Overall	**M** Prospect Management
	N Need Analysis	**P** General Person	**O** Organization
	O Common Functions	**R** Electronic Approvals	**P** Constituent/Person
	P Packaging & Disbursements	**S** Security	**S** Solicitor Organization
	R Requirements Tracking	**T** Validation/rule table	**T** Validation form/table
	S Student System Shared Data	**U** Utility	**U** Utility
	T Validation form/table	**X** Tax Administration	**X** Expected Matching Gift
	U Utility		**Information Access (I)**
			S Student
			R Financial Aid
		All Products	
	W **Y** **Z**	Reserved for client forms or modules used within a Banner2000 application (character in position 1 does not equal W, Y, or Z)	

Position 3 identifies the type of form, report, job, or table.	**General (G)**	**Student (S)**	**Finance (F)**
	A Application form	**A** Application form	**A** Application form
	B Base table Batch COBOL process	**B** Base table	**B** Base table
	I Inquiry form	**I** Inquiry form	**I** Inquiry form
	O Online COBOL process	**P** Process	**M** Maintenance form
	Q Query form	**Q** Query form	**Q** Query form
	R Rule table Repeating table Report/process	**R** Rule table Repeating table Report/process	**R** Rule table Repeating table Report/process
	T General maintenance Temporary table	**V** Validation form/table View	**V** Validation form/table View
	V Validation form/table View		
		Accounts Receivable (T)	
	A Application form	**P** Process	**R** Report
	I Inquiry form	**Q** Query form	**V** Validation form/table
	Financial Aid (R)	**HR/Payroll/Personnel (P)** **Position Control (N)**	**Alumni/Development (A)**
	A Application form	**A** Application form	**A** Application form
	B Base table	**B** Base table Batch COBOL process	**B** Base table
	I Inquiry form	**I** Inquiry form	**C** Called/list form
	P Process/report	**P** Process	**I** Inquiry form
	R Rule table Repeating rules table Report	**R** Rule table Repeating table Report/process	**P** Process/report
	T Temporary table	**V** Validation form/table	**R** Repeating rules table
	V Validation form/table View		**T** Temporary table
			V Validation form/table View
		Information Access	
		R Report	

Positions 4, 5, 6, and 7 uniquely identify the form, report, job, or table.

Examples:

GUAIDEN

G	General
U	Utility
A	Application
IDEN	Identification

GJRRPTS

G	General
J	Job Submission
R	Report
RPTS	Report and Parameter Information

GTVZIPC

G	General
T	Validation form/table
V	Validation form/table
ZIPC	ZIP/Postal Code

APPENDIX B: GLOSSARY OF BANNER TERMS

Banner Term	Definition
Academic History Module	Maintains grades and grading policies, and processes and records transfer articulation and Graduation information.
Account Code	Part of the Banner Chart of Accounts. See FOAPAL.
Accounts Receivable Module	Record of student account information.
Activity Code	Part of the Banner Chart of Accounts. See FOAPAL.
Admissions Module	Maintains details of admission applications and provides a means to track required document submissions.
Alert Box	A Dialog box that pops notifying you on what or how to enter information. Requires you to respond before continuing.
Application Form	Form used to enter, update or query information.
Approval Field	Identifies how the course was approved. Optional
Billing Hours Field	Tuition assessments are based on billing hours per course. The billing hours are equivalent to our credit values.
Block	An information area on a form separated by a solid line.
Calling Form	Form from which you click a button and access another form.
Campus Field	Used to identify the campus which offers a course or with which a student is affiliated. Default: Main
Cancel	Exits from an Option List, List of Values, Editor Window, or Dynamic Help.
CIP Field	Classification of Instructional Program – an optional field which identifies the primary content of the course. For information only.
Class Field	Identifies the student's year in program (undergraduates only).
Class Schedule Module	Stores the data required to build and print a course schedule together with times, dates, room allocations and academic staff assignments.
Clear Form	Clears all the information and returns you to the first enterable field in the key information area.
College Field	The Faculty that offers the course. Required.
Commit	Saves all the changes entered since the last time you saved.
Conversion	Converting the data stored in the legacy system to the new environment. Often requires data to be stored differently.
Co-requisite Field	Identifies a course that must be taken simultaneously with another.
Count Hits	In Query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line. To retrieve records, select the Execute Query function.
Count Query Hits	In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line. To retrieve records, select the Execute Query Function.
Course Catalog Module	Contains the institution's courses and relevant details, including pre-requisites and rules, for a particular term.
Course Degree Attributes	Groups together courses that have a common attribute.

Banner Term	Definition
Course Field	Used to specify the course number. There is no Validation of course numbers. It is a required item in the Key Information. **Required.**
Course Title Field	Used to maintain the title of the course in effect for the term specified by the "From" and "To" terms.
CP-6 to Banner Crosswalk	An interface that displays the old legacy system chart of account codes and their Banner/FAST counterparts.
Credit Hours Field	Indicates the credit weight of the course.
Database	A collection of data organized to serve many applications at the same time by storing and managing data for easy retrieval.
Degree Field	Identifies the Degree, usually the degree/major details - or "No Degree". Required.
Department Field	Identifies the Department that offers the course.
Dialog Box	A box containing information. Requires you to respond before continuing.
Division Field	Identifies the Division that offers the course.
Drop Down List	Shows three or more values for a field. Any field with a down arrow icon contains a drop-down list.
Edit	Displays a window you can use to add, change, or delete text (especially useful in entering data in Dynamic Help).
Effective Term Field	Represents the first term a course was valid from.
End Term Field	Represents the term a course was retired. Default is 999999.
Enter Query	Puts the form into query mode and lets you enter search criteria to retrieve information already in the database.
ERP (Enterprise Resource Planner)	A software system designed to support and automate the business processes of companies and institutions. An ERP does this by integrating departments and functions to create a single software program that runs off one database. Banner is the Enterprise Resource Planner for educational institutions.
Equivalent Course Field	Indicates courses that are regarded as equivalent across all Faculties.
Execute Query	In query mode, searches the database and displays any records that match the search criteria.
Exit	From "Forms" and "Windows", exits out of the form or window. From "Menus" exists out of the Banner system. From "Query" cancels the query and takes the form out of query mode.
Exit with Value	From a called form, returns to the "calling form" and enters the highlighted value into the field that called the form. From a "List of Values (LOV)", returns to the calling form and enters the highlighted values into the field in that called form.
Exit without Value	From "Forms" and "Windows", exits out of the form or window. From "Menus", exits out of the Banner system. From "Query" cancels the query and takes the form out of query mode.
FAST	Financial Administration Support Tool – integrates with Banner for financial data budgeting and reporting.
F/P Field	Indicates full or part-time status of the student for the term.

Banner Term	Definition
Field	Area in a form where data can be entered, queried or displayed. Banner describes the field as either "enabled, disabled, enterable or display only".
File	A logical grouping of records.
FOAPAL	Represents the elements of Carleton's Accounting Distribution in Banner (Banner Chart of Accounts): F = Fund (source of the money) O = Organization (department/admin unit responsible for the fund) A = Account (type of expense or revenue) P = Program (tracks functional area for which the funds are used) A = Activity (additional details of the expense) L = Location (location of capital assets)
Form	Window containing enterable fields for a process.
From Term Field	Indicates the term in which the course was first approved. Required.
Full Credit Course	Course that spans more than one term.
Fund Code	Part of the Banner Chart of Accounts. See FOAPAL.
General Person Module	Identifies persons and non-persons (companies) in the system.
General Student Module	Maintains general student information.
Help	Displays the Oracle Help window for the current field.
Inquiry Form	Used to look up existing information on the databases. Allows you to view but not update.
Legacy System	Older computer system usually running on a mainframe computer. CP-6 is an example.
Level Field	Identifies the level of study; i.e., UG – Undergraduate SP – Special GR – Graduate
List of Values (LOV)	Displays a list of values for the current field if <List> appears in the status line.
List Serve	An email site that enables users to exchange ideas, propose solutions and ask for help.
Location Code	Part of the Banner Chart of Accounts. See FOAPAL.
Location Management Module	Maintains information about the institution's building and room facilities (Housing).
Major Field	A record of the declared Major. Required.
Menu	A list of options you can access with the mouse or keyboard.
More…	Appears in the lower right corner of each window for a series of relate forms. It tells you that there are additional forms that can be accessed to complete a process.
Object	An object can be a form, job, menu or quick flow used in Banner.
Option List	Dialog box displaying two or more items to choose from.
Organization Code	Part of the Banner Chart of Accounts. See FOAPAL.
Pop-up Window	Dialog box, alert box, or list of values that appear in a separate window.
Prerequisite Field	Identifies courses that must be successfully completed to ensure eligibility for enrollment in subsequent courses.
Prerequisite Waiver	Identifies who is authorized to waive a prerequisite requirement.

Banner Term	Definition
Field	
Pcard	Procurement Card or Card for low value purchases assigned to authorized staff for goods and services up to specified amounts.
Pcard Administrators	The group which approves Pcard applications, monitors all Pcard usage and which may revoke the Card privilege of Cardholders in the event of misuse.
Program Code	Part of the Banner Chart of Accounts. See FOAPAL.
Program Field	Identifies the goal or credential the student is working towards; i.e., All Degrees & Certificates EXCH-GR – Graduate Exchange EXCH-UG – Undergraduate Exchange LOP – Undergraduate Letter of Permission.
Query Form	Used to look up existing information on the database.
Quick Flow	A technique that lets you access a set of forms in a specified sequence.
Rate Field	Determines Student Fees; i.e., D – Domestic Fee Rate I – International Fee Rate
Reconciliation	The process whereby the Cardholder approves the purchases by confirming or assigning the appropriate FOAPALs.
Record	All information displayed in the window for an item.
Registration Module	Maintains student current enrolment information and defines rules determining student and course status.
Repeat Status Field	Used to designate if the course can be repeated or not. Repeat Status does not control any processing and is used for display only.
Rollback	A standard button and appears on most forms. From an application or inquiry form, clears all information and returns to the first enterable field in the key information area. From a validation form, returns to the first enterable field on the form. From a query form, returns to the first enterable field on the calling form.
Save	Saves all changes entered.
Scroll Down	Moves down repeating records or lists of information that cannot be displayed in one window.
Select	Chooses an item by highlighting it or clicking it with a mouse.
Show Keys	Displays the list of keyboard options.
Single Term Course	Indicates a course that begins and ends within a single term.
Status Field	Indicates the current standing of a course; i.e., AS – Active IS – Inactive IG – Inactive Graduated **Required.**
Student System Management Module	Used for tape load processing and rule creation.
Student Type Field	Identifies whether the student is new or returning; i.e; N – New to Carleton R – Returning to Carleton T – Transferred to Carleton

Banner Term	Definition
	V- Visiting (exchange or LOP) C – Continuing in Program X – Old Records
Subject Field	Specified the Subject Code of the course. Required.
Table	A collection of logically related fields such as student's biographic information.
Term Field	Specifies the effective term of the course; i.e., Year – 4 characters (2003) Session: Winter = 10 Summer = 20 Fall = 30
To Term Field	Indicates the last term up to which the data being displayed was valid.
Validation Form	Used to define the values that can be entered in specified fields on application forms.
Validation Table	Allows the user to tailor Banner to their needs by providing lists of allowable values for specific fields.
Wildcard (%)	The % character that is used in search criteria to represent other unknown characters; e.g., %J will search for everything ending in J.
Window	Displays an information area.

APPENDIX C: MAIN ACCOUNT CODES SUMMARY INFORMATION

Revenues – all codes start with 5 (Sundry income – 533013, Salary recovery – 540000)
Salary/Benefits – all codes start with 6 (P/T salary – 611200)
Expenses – all codes start with 7 (Office supplies – 710000, Travel – 719100)

Simplify – use only a few account codes within each major category of expense:

Expense Category	Expense Account Code
Materials & Supplies	**710000** – Office Supplies
Printing & Duplicating	**711000** – Photocopying; **711001** - Printing
Communications	**712000** – Long Distance; **712002** - Postage
Equipment Rental & Maint.	**713000** – Telephone equip; **713001** – Computer Lease; **713200** – Equip Maint.
Membership Fees	**716310** – Society Memberships
Advertising & Promotion	**716400** – General Advertising/Publicity
Space Rental Expense	**716500** – Space Rental Expense
Entertainment/Receptions	**716800** – Entertainment/Receptions
Staff Development/Training	**716900** – Staff Development
Payments to Students	**717100** – Contributions to Student Group Activities
Other Supporting Services	**717200** – Honoraria; **717210** – Research Assist. Services
Security	**717400** – Alarm Monitoring costs
Overhead	**717600** – Overhead on Research
Travel & Recruitment	**719001** – Recruitment Events; **719100** – Travel General
Professional Fees	**720004** – Consulting & Advisory Fees
Equipment Purchases	**723000** – any equip/computer/furniture under $5,000 **723100** – Equipment/Furniture over $5,000 (non-instructional) **723102 –** Computer Equip over $5,000 (non-instructional) **723103** – Computer Software over $5,000
Budget Allocations (BARs only, no other transactions)	**726100** – Unallocated Budgets; **726101** – Salary Savings/Deficits **726102** – Prior year budget carry-forward

For P/T salary, unless you require the detail, just use **611200**. The other salary codes you may see appearing in your accounts are from internal depts that charge out their salary costs as a normal course of their business – most notably, Physical Plant – **620000**

Document Numbering:
Transactions are numbered sequentially by the system but the lead character will tell you:
F - a feed document from another system (usually a cash receipt or Student or Alumni items)
J – a journal document or internal chargeback (ICB will show paper doc # in the reference)
I – an invoice paid
FC – feed from the copy card system
FP – feed from legacy payroll system (future Banner HR feeds will be just with an **F)**
FT – feed from the telephone system
PC – P-card transactions

Fund Numbers: the initial numbers mean the following:
187 – Internally Restricted Research Fund
188 – Internally Restricted Enterprise Fund
26 – Special Purpose
3 – Sponsored Research (Restricted)
8 – Funds in Trust (deposits with CU – you may use only the one acct code given to you upon set-up, generally 2280000 if it's a deposit (121420 would be the other if the fund owes CU money instead of having a deposit)